SHARP

MODEL

AR-FX11

FACSIMILE EXPANSION KIT

OPERATION MANUAL

Page

- **BEFORE USING THE FAX FUNCTION** 9
- **BASIC OPERATIONS** 19
- **ADVANCED TRANSMISSION METHODS** 34
- **TRANSMISSION USING F-CODES** 50
- **CONVENIENT METHODS OF USE** 62
- **PROGRAMMING** 64
- **TROUBLESHOOTING** 88
- **KEY OPERATOR PROGRAMS** 94
- **APPENDIX** 110

Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.

Before installing this product, be sure to read the installation requirements and cautions sections of the "Operation manual (for general information and copier)".

Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual (for general information and copier)" and operation manuals for any optional equipment which has been installed.

■ CAUTION:

To reduce the risk of fire, use only UL-Listed No.26 AWG or larger telecommunication line cord.

■ WARNING:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

■ FAX interface cable and Line cable:

These special accessories must be used with the device.

WARNING:

FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the operation manual, may cause harmful interference to radio communications.
Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

INTRODUCTION

Thank you for purchasing this product. This manual only explains the facsimile functions of the product. For safety precautions and general information on using the machine such as loading paper, clearing misfeeds, and handling peripheral units, see the "Operation manual (for general information and copier)".
For other functions, see the following manuals as appropriate:
Copier function: See the "Operation manual (for general information and copier)".
Printer function: See the "Operation manual (for printer and scanner)".
Network scanner function: See the "Operation manual (for network scanner)" (if the network scanner option is installed).
The explanations in this manual assume that certain optional peripheral units are installed.

This manual refers to the Reversing single pass feeder as the "RSPF" and the single pass feeder as the "SPF". Unless specific mention is made, both the RSPF and the SPF are referred to simply as "SPF".

CONNECTING AN EXTENSION PHONE

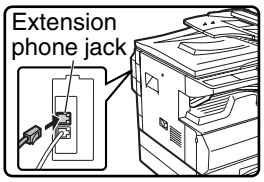
You can connect a telephone to the machine and use it as an extension phone to place and receive calls like any normal phone. Fax reception can also be activated from an extension phone connected to the machine. (remote operation)

Note

- If you connect a combination telephone/answering machine to the machine, you will not be able to use the answering machine function.
- You can place calls from the phone even during a power failure.

CONNECTING AN EXTENSION PHONE

1 Insert the end of the extension phone cord into the extension phone jack on the left side of the machine.



Make sure you hear a "click" sound indicating that the cord is securely connected.

CONTENTS

INTRODUCTION **1**

CONNECTING AN EXTENSION PHONE **1**

TO USE THIS PRODUCT CORRECTLY AS A FACSIMILE **4**

1 BEFORE USING THE FAX FUNCTION

POINTS TO CHECK AND PROGRAM AFTER INSTALLATION **9**

PART NAMES AND FUNCTIONS **10**

- OPERATION PANEL 10
- FAX MODE (BASE SCREEN) 12
- AUDITING MODE 13

ORIGINALS **14**

- ORIGINALS THAT CAN BE FAXED 14

PLACING THE ORIGINAL **15**

- USING THE SPF 15
- USING THE DOCUMENT GLASS 15

CHECKING THE SIZE OF A PLACED ORIGINAL **16**

- MANUALLY SETTING THE SCANNING SIZE 16

SELECTING RESOLUTION AND EXPOSURE SETTINGS **17**

CONVENIENT DIALING METHODS (AUTO-DIALING) **18**

2 BASIC OPERATIONS

SENDING A FAX **20**

- BASIC PROCEDURE FOR SENDING FAXES 20
- TRANSMISSION BY AUTO-DIALING (RAPID DIALING AND GROUP DIALING) 22
- SENDING A FAX BY SPEED DIALING 22
- SEARCHING FOR A PROGRAMMED DESTINATION (USING THE [ADDRESS] KEY) 23
- FAXING A TWO-SIDED ORIGINAL 24
- CANCELING A FAX TRANSMISSION 28

RECEIVING FAXES **30**

- RECEIVING A FAX 30
- FAX PRINT HOLD FUNCTION 32

3 ADVANCED TRANSMISSION METHODS

SENDING THE SAME DOCUMENT TO MULTIPLE DESTINATIONS IN A SINGLE OPERATION (BROADCAST TRANSMISSION) **34**

- USING BROADCAST TRANSMISSION 35

AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION) **36**

- SETTING UP A TIMER TRANSMISSION 36

TRANSMISSION AND RECEPTION USING THE POLLING FUNCTION **38**

- USING THE POLLING FUNCTION 39
- USING POLLING MEMORY 41

INCLUDING SENDER INFORMATION ON FAXES **44**

FAXING A DIVIDED ORIGINAL (DUAL PAGE SCAN) **45**

ADDING A COVER SHEET/MESSAGE TO A FAX TRANSMISSION **46**

USING SETTINGS STORED AS A PROGRAM **47**

- USING A PROGRAM 47

FORWARDING RECEIVED FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE (FORWARDING FUNCTION) **48**

- USING THE FORWARDING FUNCTION 48

4 TRANSMISSION USING F-CODES

COMMUNICATION BETWEEN MACHINES SUPPORTING F-CODES **50**

- BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION 50
- CREATING A BOX FOR F-CODE TRANSMISSION 51

F-CODE POLLING MEMORY **52**

- HOW F-CODE POLLING MEMORY WORKS 52
- USING F-CODE POLLING MEMORY 53
- PROCEDURE FOR F-CODE POLLING 55

F-CODE CONFIDENTIAL TRANSMISSION **57**

- F-CODE TRANSMISSION (F-CODE CONFIDENTIAL TRANSMISSION) 57
- PRINTING A DOCUMENT RECEIVED TO AN F-CODE CONFIDENTIAL MEMORY BOX 59

F-CODE RELAY BROADCAST TRANSMISSION 60
- USING THE F-CODE RELAY BROADCAST FUNCTION (your machine is the relay machine) 61
- USING THE F-CODE RELAY REQUEST FUNCTION (your machine requests a relay broadcast) 61

5 CONVENIENT METHODS OF USE

CONNECTING AN EXTENSION PHONE..... 62
- USING AN EXTENSION PHONE 62
- SETTING THE RECEPTION MODE 63

6 PROGRAMMING

PROGRAMMING 64

STORING, EDITING, AND DELETING AUTO DIAL NUMBERS AND PROGRAMS 64
- STORING, EDITING, AND DELETING AUTO-DIAL NUMBERS (RAPID KEYS, SPEED DIAL NUMBERS, AND GROUP KEYS) 64
- STORING, EDITING AND DELETING PROGRAMS 74

PROGRAMMING, EDITING, AND DELETING F-CODE MEMORY BOXES 76
- PROGRAMMING AN F-CODE MEMORY BOX 76

PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY 83

ENTERING CHARACTERS 84
- CHARACTERS THAT CAN BE ENTERED 84
- CHANGING TO ENTRY MODE.....84
- CHARACTER ENTRY KEYS.....85
- INITIAL PROCEDURE FOR ENTERING CHARACTERS 86

7 TROUBLESHOOTING

WHEN A TRANSACTION REPORT IS PRINTED..... 88
- INFORMATION APPEARING IN THE TYPE/NOTE COLUMN 88

VIEWING THE COMMUNICATION ACTIVITY REPORT AT REGULAR INTERVALS (Communication activity report) 90

WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED..... 90
- SELF-DIAGNOSTIC FUNCTION.....91
- MESSAGES DURING NORMAL OPERATION 91

PROBLEMS AND SOLUTIONS 92

8 KEY OPERATOR PROGRAMS
- KEY OPERATOR PROGRAM LIST..... 94
- KEY OPERATOR PROGRAM MENU..... 95

PROCEDURE FOR USING THE KEY OPERATOR PROGRAMS..... 96
- INITIAL PROCEDURE..... 96

KEY OPERATOR PROGRAMS FOR THE FAX FUNCTION..... 97
- LIST PRINT/SET..... 97
- INITIAL SETTING 98
- SENDING FUNCTION 102
- RCV. FUNCTION..... 105
- POLLING SECURITY 109

9 APPENDIX

SPECIFICATIONS 110

INDEX 111

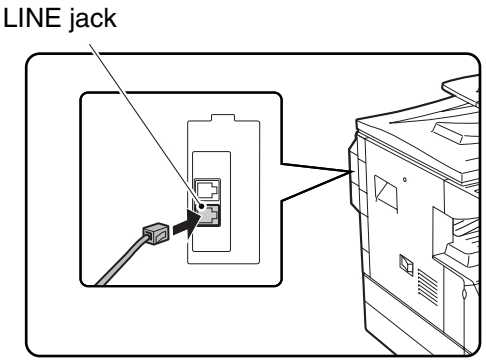
TO USE THIS PRODUCT CORRECTLY AS A FACSIMILE

Several points must be kept in mind when using this product as a facsimile.
Please note the following.

Line connection

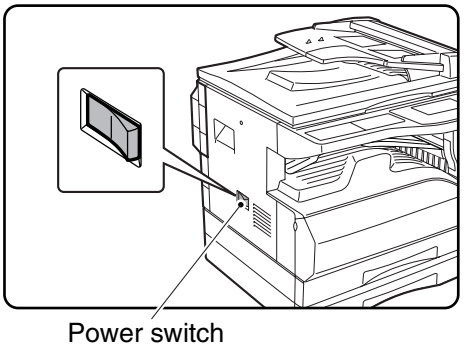
Be sure to use the provided telephone line cord to connect the machine to a telephone line jack. Insert one end of the telephone line cord into the LINE jack on the left side of the machine as shown. Insert the other end of the telephone line cord into a telephone line jack.

Insert the plug firmly until you hear a "click".



Power switch

Keep the machine power switch turned on at all times. Do not turn off the power. If the power is turned off, the fax function cannot be used.
When the power is off, the machine cannot receive faxes.
Before turning off the power, make sure the machine is idle. If the power is turned off while the machine is in operation, a paper jam may occur. If settings are being configured, the settings will be canceled.



Setting the date and time and programming your sender's name and number

Before using the fax function, you must set the date and time and program your sender's name and number in the machine. This procedure is explained in "POINTS TO CHECK AND PROGRAM AFTER INSTALLATION" on page 9 of this manual.

Lithium battery

A lithium battery in the machine is used to retain settings and programmed information such as auto-dial numbers (page 64).

- When the battery dies, settings and programmed information will be lost, so please keep a record of this information. (See "PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY" on page 83.)
- The life of the battery is approximately 5 years when the power switch is kept continuously off.
- When the battery dies, please consult your dealer or your nearest Sharp customer assistance center. The machine will not operate once the battery dies.

Please note

In the event of a thunderstorm, remove the power cord from the power outlet to ensure safety. Information will be retained in memory even if the power cord is unplugged.

FCC NOTICE TO USERS

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA.
On this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX.
If requested, this information must be provided to the telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA.
A compliant telephone cord and modular plug is provided with this product.
It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.
This equipment connects to the telephone network through a standard USOC RJ-11C network interface jack.

The REN is used to determine the number of devices that may be connected to a telephone line.
Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call.
In most but not all areas, the sum of the RENs should not exceed five (5.0).
To be certain of the number of devices that may be connected to your line, as determined by the total RENs, contact your local telephone company.
For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX.
The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3).
For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, your telephone company may disconnect your service temporarily.
If possible, They will notify you in advance.
If advance notice is not practical, you will be notified as soon as possible.
You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the operation of your equipment.
If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If the equipment is causing harm to the telephone network, your telephone company may ask you to disconnect the equipment until the problem resolved.
If you have any questions or problems which cannot be solved by reading this manual, please contact

Sharp Electronics Corporation
P.O. Box 650
Mahwah, NJ 07430-1163
Telephone: 1-800-BE-SHARP

This equipment may not be used on coin service provided by the telephone company.
Connection to party lines service is subject to state tariffs.
Contact your state's public utility commission, public service commission or corporation commission for more information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment.
If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.
(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

In order to program this information into your FAX machine, you should complete the following steps:
See CHAPTER 8 of this instruction manual.

IMPORTANT SAFETY INFORMATION

- If any of your telephone equipment is not operating properly, you should immediately remove it from your telephone line, as it may cause harm to the telephone network.
- The AC power outlet should be installed near the equipment and should be easily accessible.
- Never install telephone wiring during a lightning storm.
- Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
- Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network interface.
- Use caution when installing or modifying telephone lines.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- Do not install or use the machine near water, or when you are wet.
  Take care not to spill any liquids on the machine.

NOTICE FOR USERS IN CANADA

NOTICE : This product meets the applicable Industry Canada technical specifications.

NOTICE : The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

The REN of this equipment is indicated on the copying machine.
The registration number is indicated on the fax printed circuit board and on the copying machine.

This Class A digital apparatus complies with Canadian ICES-003.

AVIS POUR NOS UTILISATEURS AU CANADA

AVIS : Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

Remarque : L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d'équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

L'indice d'équivalence de la sonnerie (IES) de cet équipement est indiqué sur le copieur.
Le numéro d'enregistrement est indiqué sur la carte à circuit imprimé du télécopieur et sur le copieur.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

Sharp Electronics of Canada Ltd.
335 Britannia Road East,
Mississauga, Ontario, L4Z 1W9
Canada

1 BEFORE USING THE FAX FUNCTION

This chapter contains basic information about using the fax function of the machine. Please read this chapter before using the fax function.

POINTS TO CHECK AND PROGRAM AFTER INSTALLATION

After installing the machine and before using it as a fax machine, check the following points and program the required information.

Set the date and time

The machine has an internal clock. It is important to set the correct date and time because they are used for such features as Timer Transmission (page 36).
The date and time are set in the key operator programs. (Page 101)
The date and time appear in the display. Make sure the correct date and time appear. If the date and time are wrong, please correct them.

Program the sender's name and sender's number

The name and fax number of the user of the machine is programmed in "OWN PASSCODE SET" (page 99) in the key operator programs. (Only one name and number can be programmed.)
The programmed name and number are printed at the top of each transmitted fax page. The sender's number is also used as an identification number when you use the Polling function to request transmission from another fax machine (see "USING THE POLLING FUNCTION" on page 39).

Note You can check your programmed name and number by printing out the "Key Operator List" in the key operator programs. (See "LIST PRINT" on page 97.)

Paper sizes that can be used for fax mode

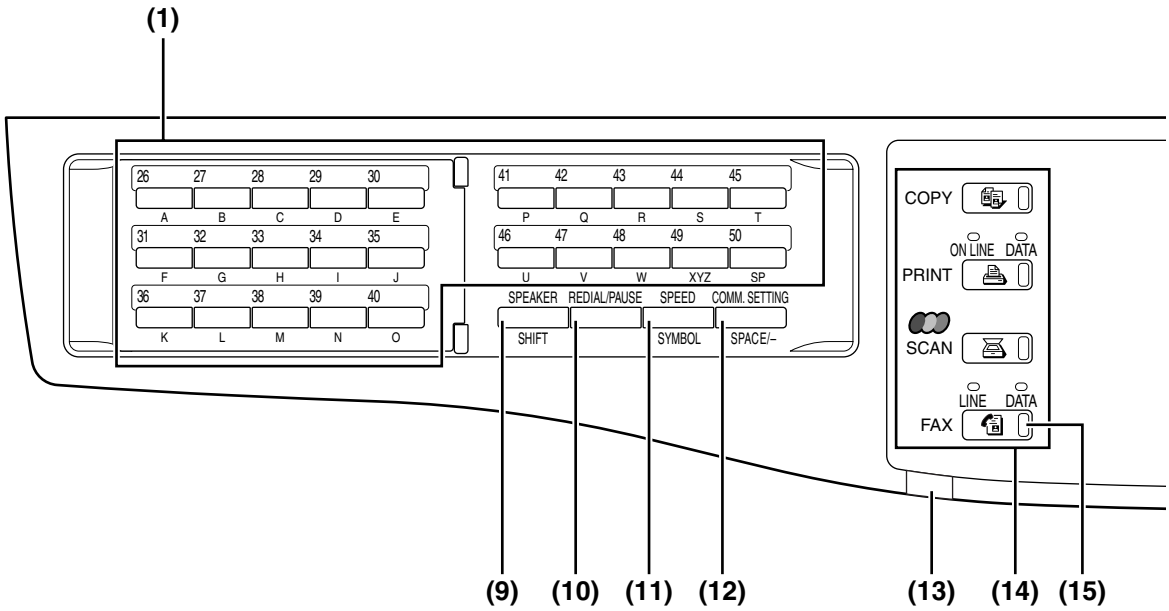
The machine can use 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2", A3, B4, A4, A4R, B5, B5R, and A5* size paper; however, A3, B4, B5, B5R, and A5 size paper cannot be used in fax mode. (Among AB sizes, only A4 and A4R can be used.) For this reason, if only paper sizes that can be used in other modes but not in fax mode are loaded in the machine, received faxes cannot be printed. (For other points regarding fax reception, see "RECEIVING FAXES" page 30.)

* 8-1/2" x 5-1/2" (A5) size paper can only be loaded in tray 1, regardless of the mode. A5 paper cannot be loaded in tray 2 or in the optional 250-sheet paper feed unit or 2 x 250-sheet paper feed unit.

Note For the procedures for loading paper in the trays, see the "Operation manual (for general information and copier)".

PART NAMES AND FUNCTIONS

OPERATION PANEL



(1) Page pallet (page 84)

(2) Display (page 12)
This key displays the base screen and the function setting screen.

(3) [BACK] key
In a setting or programming screen, this key is used to move back to the previous screen.

(4) [FAX STATUS] key (page 28)
This is used to cancel a fax transmission or a stored fax transmission.

(5) [OK] key
This key is used to enter a setting that has been selected with the arrow or other keys (▼▲◄►).

(6) Numeric keys
These are used to enter fax numbers, sub-addresses, passcodes, and numerical settings. (See "BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION" on page 50.)

(7) [C] key
This is used to clear a mistake when entering fax numbers, sub-addresses, passcodes, and numerical settings. One digit is cleared each time the key is pressed.
When an original is being scanned, this key can also be used to cancel scanning.

(8) [CA] key
This is used to cancel a transmission or programming operation. When pressed during an operation, the operation is canceled and the display returns to the base screen described on page 12. This key is also used to cancel a resolution, paper size, or special function setting that was selected when sending a fax.

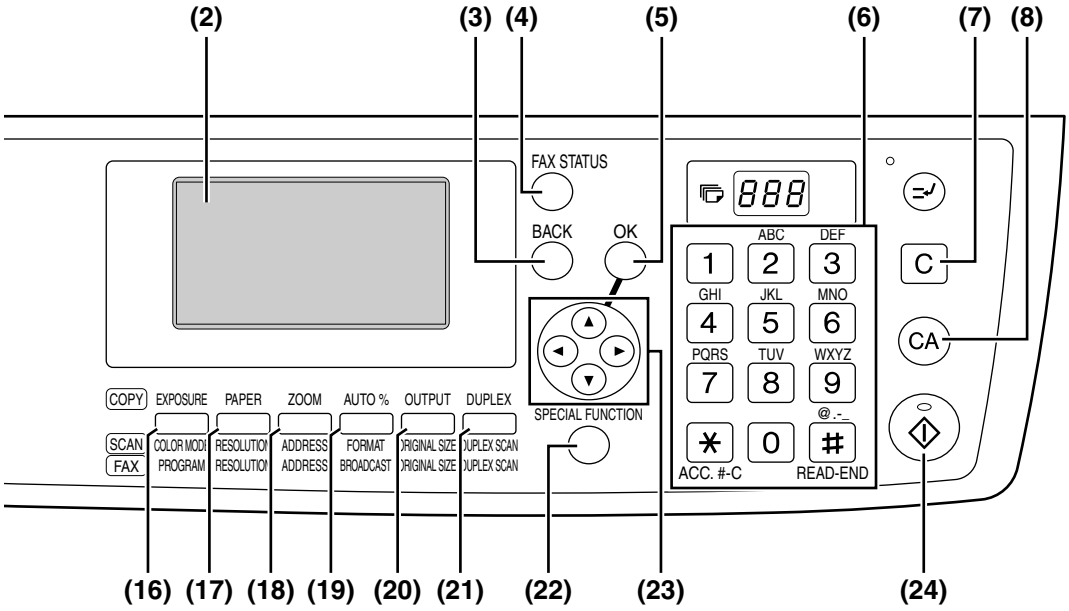
(9) [SPEAKER/SHIFT] key (pages 18, 84)
This is used to dial without lifting an extension phone connected to the machine and to shift between upper and lower case when entering characters.

(10) [REDIAL/PAUSE] key (pages 18, 20)
This is used to redial the last number dialed, and enter a pause when entering a fax number.

(11) [SPEED/SYMBOL] key (pages 18, 86)
This is used to dial by Speed dialing and to enter a symbol when entering characters.

(12) [COMM. SETTING/SPACE/-] key (page 25)
This is used to switch between memory transmission and direct transmission, and to switch between automatic reception and manual reception. It is also used to enter a space or "-" when entering characters.

(13) LINE STATUS indicator
This blinks to alert you when a fax is received. "FAX RECEPTION LIGHT" (page 105) in the key operator programs can be used to set the blinking timing to one of two patterns, or to turn blinking off.



(14) [MODE SELECT] keys (step 1 on page 20)
These are used these keys to change modes.

(15) [FAX] key/FAX indicator/LINE indicator/DATA indicator
Press to switch to fax mode. The base screen of fax mode will appear in the display.
The LINE indicator lights up during transmission or reception of a fax. When a fax has been received, the DATA indicator blinks. (When there is fax transmission data in memory, the DATA indicator lights up.)

(16) [PROGRAM] key (page 47)
Press this key to use a program.

(17) [RESOLUTION] key (page 17)
This key is used to select resolution and exposure settings.

(18) [ADDRESS] key (page 23)
This key is used to search for a fax destination that has been stored as an auto-dial number in the address book.

(19) [BROADCAST] key (page 34)
This is used to perform a broadcast transmission.

(20) [ORIGINAL SIZE] key (page 16)
This is used to set the size of the original to be faxed.

(21) [DUPLEX SCAN] key (page 24)
Press this key to use the duplex scan function. (Only on models with a RSPF installed.)

(22) [SPECIAL FUNCTION] key
This key is used to select a special transmission or reception function, configure function settings, and to store auto-dial numbers.

(23) Arrow keys (▼ ▲ ◄ ►)
These are used to select items and move through pages.

(24) [START] key (◇)
This is used at the following times:
(1) When starting transmission
(2) When scanning an original
(3) When starting manual reception
(4) When configuring and storing settings

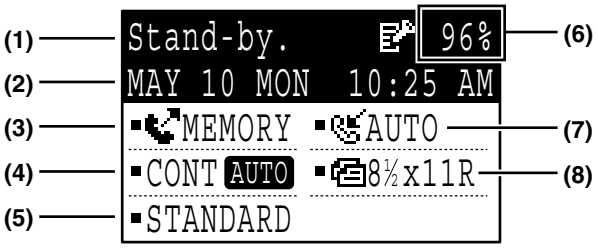
Note

- When the auto power shut-off function is activated, All lights except the mode key lights go off. For the information on the auto power shut-off function, see the "Operation manual (for general information and copier)."
- For information on the keys and lights which are used for the copy function and other functions, see "Operation Panel" in the manual for each function.

FAX MODE (BASE SCREEN)

The base screen of fax mode is displayed by pressing the [FAX] key when the print mode, copy mode, or scan mode screen appears.

The base screen of fax mode



(1) Message display
Messages appear here to indicate the current status of the machine.
An icon (📝) appears to the right side when a confidential fax has been received.

(2) Date and time display
This shows the date and time.

(3) Transmission mode display (page 25)
There are three transmission modes: memory transmission, direct transmission, and manual transmission. This shows the currently selected transmission mode.

(4) Exposure display (page 17)
This shows the exposure for scanning the original that has been selected with the [RESOLUTION] key.

(5) Resolution display (page 17)
This shows the resolution for scanning the original that has been selected with the [RESOLUTION] key.

(6) Free memory display
This shows the percentage of fax memory that is free.

(7) Reception mode display (page 63)
There are two modes for receiving faxes: automatic reception and manual reception. This shows the currently selected reception mode.

(8) Original display (page 16)
This displays an icon to indicate the original scanning mode when an original has been placed.
: One-sided original scanning in the SPF.
: Document glass
: Two-sided original scanning in the RSPF.
This also shows the size of the placed original.

Note

The following functions operate even when copy mode is selected:
- Automatic reception (including F-code confidential reception)
- Timer Transmission
- Memory polled function
- Transmission of stored memory transmission jobs
- Voice calls (voice calls can be answered but not placed).
- Remote reception
- Manual reception
- Relay station function for F-code relay broadcast transmission

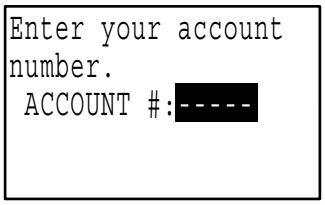
AUDITING MODE

Accounts that can transmit faxes (up to 50) can be established and transmission time and other information can be tracked for each account. The Acc. Usage List (page 97) can be printed out which shows the time used for transmission and pages transmitted by each account.

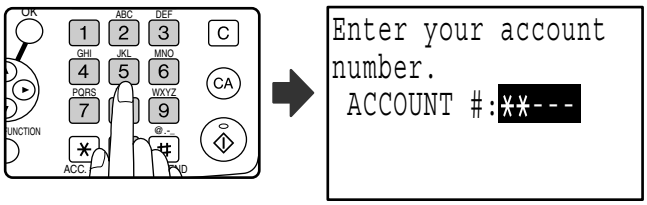
- This function is enabled using "ACCOUNT CONTROL" and "ACCOUNT # SET" in the key operator programs. (Page 100)

Using auditing mode

When auditing mode is turned on, the account number entry screen is displayed. Enter your account number (five-digit identification number) as explained below before performing a fax operation.

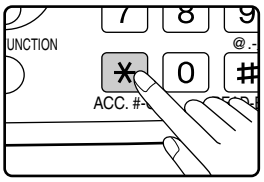


1 Enter your account number (five digits) with the numeric keys.



- As the account number is entered, the hyphens "-" change to asterisks "*". If you enter an incorrect digit, press the [C] key and re-enter the correct digit.
- After you enter your account number, the base screen of fax mode appears. (Page 12)

2 When you have completed the fax operation, press the [ACC.#-C] key (*).



Note

- If you enter an account number for copy mode has also been programmed for fax mode, you can change to fax mode after completing the copy operation and continue with the fax operation without re-entering your account number.
  If you enter an account number for copy mode that has not been programmed for fax mode, enter your account number for fax mode after you press the [FAX] key to change to fax mode.
- When "ACC. # SECURITY" in the key operator programs (see the "Key operator's guide") is enabled, the message "Please see your key operator for assistance." will appear for one minute in the event that you enter an incorrect or invalid account number three times in a row. During that time operation of the machine will not be possible.

ORIGINALS

ORIGINALS THAT CAN BE FAXED

Original sizes

	Minimum original size	Maximum original size
Using the SPF	8-1/2" (width) x 5-1/2" (length) 5-1/2" (width) x 8-1/2" (length)	11" (width) x 31-1/2"* (length) * Long documents can be transmitted
Using the document glass		11" (width) x 17" (length)

Note

- Originals that are not a standard size (5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17", A4, A4R) can also be faxed.
- There are restrictions on originals that can be scanned using the SPF. For more information, see "NORMAL COPYING" in the "Operation manual (for general information and copier)".

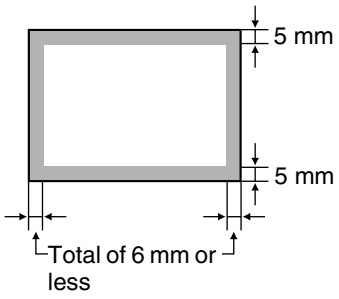
*** Long originals**

Depending on the resolution setting and the width of the original, there may not be sufficient space in memory to hold a long original. When a long original cannot be entirely scanned, select a lower resolution setting and/or shorten the original.

Scanning area of original

When faxing an original, note that the edges of the original cannot be scanned.

Width of edges that cannot be scanned:
5 mm from top and bottom edges, 6 mm (or less) from left and right edges



Automatic reduction of faxed document

If the size (width) of the faxed document is greater than the receiving machine's paper size, the size will be automatically reduced.

Faxed document width	Receiving machine's paper width	Size after reduction	Ratio
11"x17" (A3)	8-1/2" x 14" (B4)	8-1/2" x 14" (B4)	1 : 0.64 (1 : 0.78)
11"x17" (A3)	8-1/2"x11" (A4)	8-1/2" x 11"R (A4R)	1 : 0.5 (1 : 0.5)
8-1/2" x 14" (B4)	8-1/2"x11" (A4)	8-1/2" x 11"R (A4R)	1 : 0.78 (1 : 0.64)

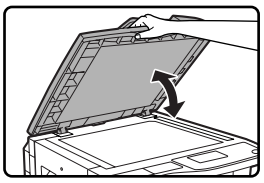
You can turn off automatic reduction. In this case, the left and right edges will not be transmitted. (See "AUTO REDUCE TX" on page 102.)

PLACING THE ORIGINAL

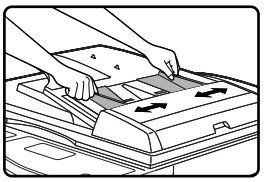
An original can be placed in the SPF or on the document glass. Use the SPF when faxing a large number of sheet originals. Use the document glass to fax originals that cannot be scanned using the SPF such as thick or thin sheet originals, or books or other bound originals.

USING THE SPF

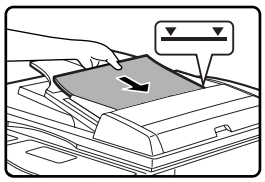
1 Open the SPF, make sure that an original has not been left on the document glass, and then gently close the SPF.



2 Adjust the original guides on the document feeder tray to the width of the document.



3 Align the edges of the document pages and then insert the stack in the document feeder tray so that the first page is face up.



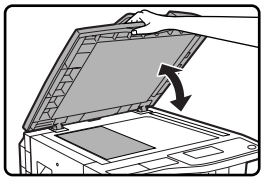
- Insert the originals all the way into the document feeder tray.
- Make sure the stack does not exceed the indicator line (maximum of 40 sheets, or 30 sheets of 24 lbs. (90 g/m^2) paper, thickness 5/32" (4 mm) or less).

Note

- Do not load originals that are different sizes even if the widths are the same. This may cause misfeeds.
- Use the SPF for long originals. The document glass cannot be used.
- When inserting a long original, the original should be in contact with the surface of the document feeder tray. If the original is not in contact with the surface of the document feeder tray, an incorrect original size may be detected.

USING THE DOCUMENT GLASS

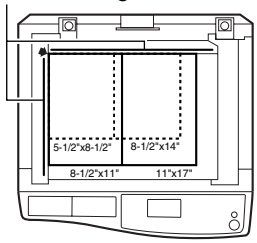
1 Open the SPF, place the original face down on the document glass, and then gently close the SPF.



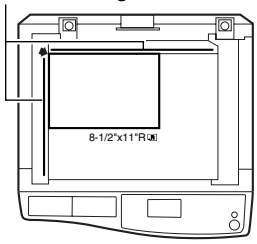
- If auto power shut-off has activated, press the [FAX] key, wait until the machine has returned to normal operation, and then place the original.
- When transmitting a small original such as a postcard, be sure to press the [ORIGINAL SIZE] key and set the original size. (Page 16)

Regardless of the size of the original, place the original in the far left corner of the document glass. (Align the upper left-hand corner of the original with the tip of the ▲ mark.) Place the original in the appropriate position for its size as shown below.

Document glass scale



Document glass scale



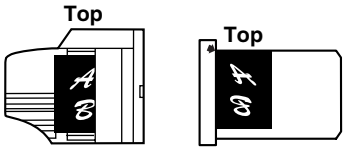
The difference between 8-1/2" x 11" (A4) and 8-1/2" x 11"R (A4R)

This manual uses both 8-1/2" x 11" (A4) and 8-1/2" x 11"R (A4R) to indicate paper and original sizes. The "R" is used to distinguish the orientation of originals and paper. ("R" is used for this purpose for other sizes as well.)

[Example] Difference between the orientations of 8-1/2" x 11" (A4) size and 8-1/2" x 11"R (A4R) size

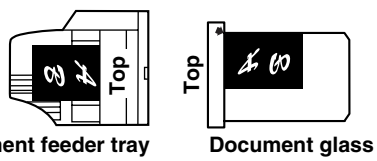
8-1/2" x 11" (A4) indicates an original placed as follows:

Vertically oriented



8-1/2" x 11"R (A4R) indicates an original placed as follows:

Horizontally oriented



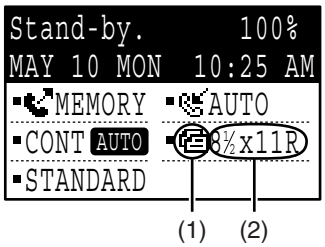
CHECKING THE SIZE OF A PLACED ORIGINAL

When a standard-size* original is placed, the original size is automatically detected (automatic original detection function) and displayed in the original display. Make sure that the size has been detected correctly.

(1) When an original is placed, an icon appears to indicate the original scanning mode.
- : One-sided scanning in the SPF.
- : Scanning on the document glass
- : Two-sided scanning in the RSPF.

(2) Displays the original size.

If a non-standard size original is placed or if you wish to change the scanning size, follow the steps below to manually set the original scanning size.



Note

***Standard sizes**

The following sizes are standard sizes: 11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2". If a non-standard size original is loaded (including special sizes), the closest standard size may be displayed, or the original size may not appear at all.

MANUALLY SETTING THE SCANNING SIZE

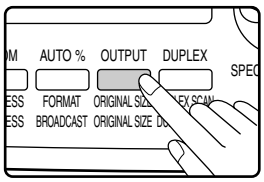
If you load an original that is not a standard size (such as a long original), or if the size is not detected correctly, be sure to press the [ORIGINAL SIZE] key and set the original size manually.

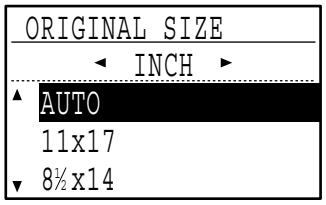
Perform the following steps after placing the original in the document feeder tray or on the document glass (page 15).

Note

If a size is specified that is different from the actual original size when scanning a two-sided original in the RSPF, a scanning error or a cut-off image may result.

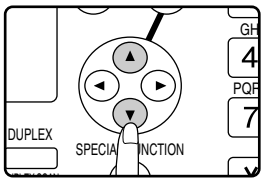
1 Press the [ORIGINAL SIZE] key.

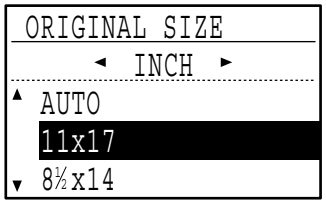




The original size selection screen appears.

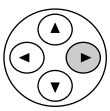
2 Select the original size with the [▼] or [▲] key.



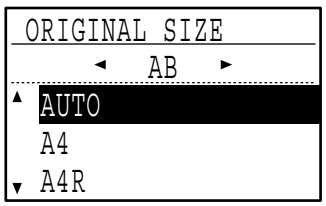


The selected original size is highlighted.

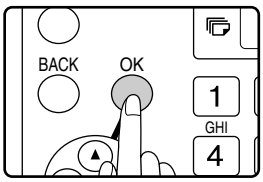
To select an AB size, press the [►] key and go to step 4.



When the [►] key is pressed, the original size selection screen for AB sizes appears.



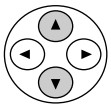
3 Press the [OK] key.

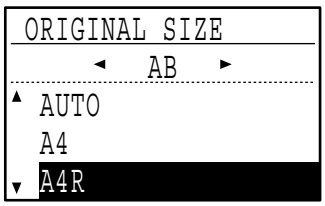


You will return to the base screen and the selected original size will appear in the original display.

Selecting an AB original size

4 Select the original size with the [▼] or [▲] key.





To return to selection of INCH original sizes, press the [◄] key and return to step 2.

5 Press the [OK] key.

You will return to the base screen and the selected original size will appear in the original display.

Note

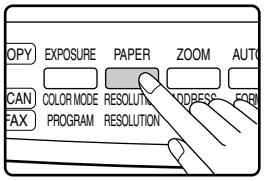
To cancel a manual original scanning size setting, press the [CA] key.

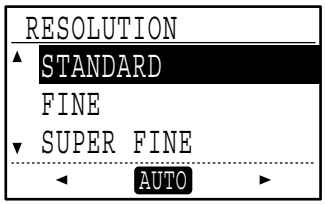
If it is not possible to select the actual original size, select a size that is larger than the actual original size. If a smaller size is selected, part of the original will not be transmitted.

SELECTING RESOLUTION AND EXPOSURE SETTINGS

The resolution and exposure can be adjusted to match the size and darkness of text on the original, or for an original such as a photograph. To change the settings, follow the steps below after selecting fax mode and placing the original. (Page 15)

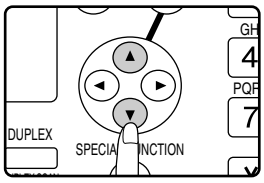
1 Press the [RESOLUTION] key.

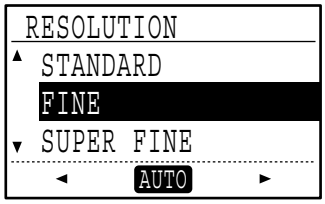




The resolution selection screen will appear.

2 Select the resolution with the [▼] or [▲] key.



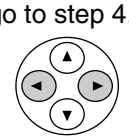


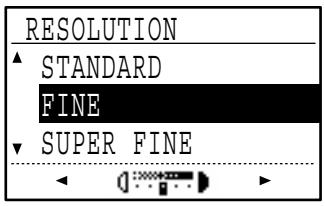
The selected resolution is highlighted.

STANDARD	Use this setting for originals with normal-size text (like the text in this manual).
FINE	Use this setting for originals with small letters or detailed drawings. The original will be scanned at twice the resolution of Standard.
SUPER FINE	Use this setting for originals with intricate drawings or diagrams. A higher-quality image will be produced than with the Fine setting.
ULTRA FINE	Use this setting for originals with intricate drawings or diagrams. This setting gives the best image quality. However, transmission will take longer than with the other settings.

(FINE/HALF TONE) (S-FINE/HALF TONE) (U-FINE/HALF TONE)	Use halftone if your original is a photograph or has gradations of color (such as a color original). This setting will produce a clearer image than "FINE", "SUPER FINE", or "ULTRA FINE" used alone. When halftone is selected, transmission will take longer.

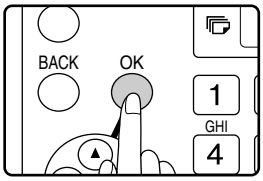
To set the exposure next, press the [◄] or [►] key and go to step 4.





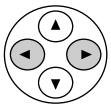
When the [◄] or [►] key is pressed, the exposure display changes from "AUTO" to a 5-step display.

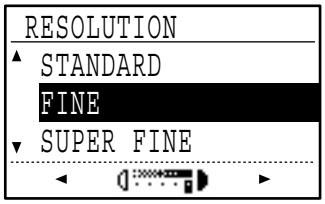
3 Press the [OK] key.



You will return to the base screen and the selected resolution will appear in the resolution display.

4 Select the desired exposure with the [◄] or [►] key.





- To select a light setting for a dark original such as a newspaper, press the [◄] key to move the setting toward ( ).
- To select a dark setting for a light original such as writing in pencil or faint color text, press the [►] key to move the setting toward ( ) .
- When the exposure setting reaches the left side or the right side, pressing the [◄] or [►] key changes the exposure display from the 5-step display to "AUTO".

5 Press the [OK] key.

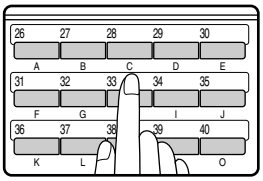
You will return to the base screen and the selected exposure will appear in the exposure display.

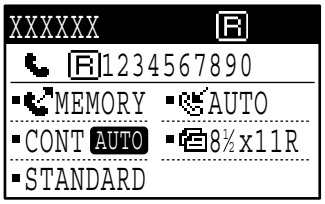
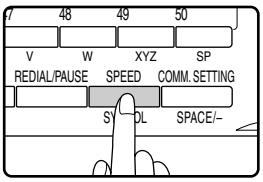
Note

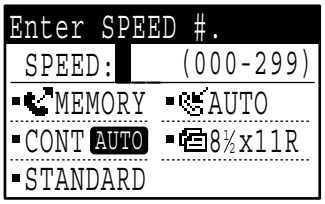
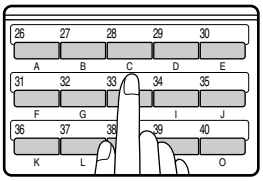
- The default resolution setting is "STANDARD" and the default exposure setting is "AUTO". The default settings for the resolution and exposure can be changed in the key operator programs. (See "RES. CON. SET" on page 102.) When using the document glass to scan multiple original pages, the exposure setting can be changed each time you change pages. When using the SPF, the resolution and exposure settings cannot be changed once scanning has begun.
- Even if you send a fax using a high resolution setting such as "FINE", "SUPER FINE", or "ULTRA FINE", some receiving fax machines may print the fax at a lower resolution.
- To cancel a resolution or exposure selection, press the [CA] key.

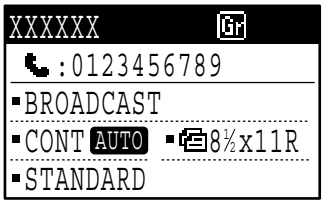
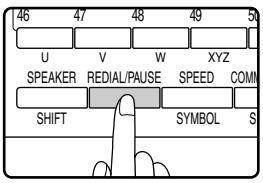
CONVENIENT DIALING METHODS (AUTO-DIALING)

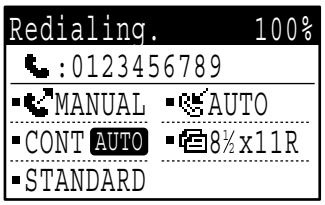
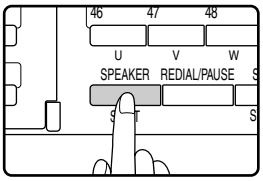
The fax function includes a convenient auto dial feature (Rapid dialing, speed dialing and group dialing). By programming frequently dialed numbers, you can call and send faxes to these locations by means of a simple dialing operation (page 22). There are three types of auto-dialing: Rapid dialing, speed dialing, and group dialing. To program auto-dial numbers, see page 64.

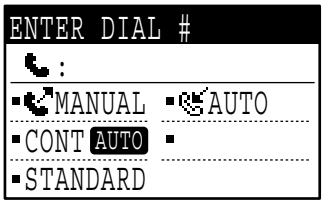
<table>
<tr>
<td>• Rapid dialing
A stored destination can be dialed by simply pressing a Rapid key ([01] to [50]). A name up to 36 characters in length can be programmed for the location (a maximum of 12 characters are displayed).
When using F-code transmission, a sub-address and passcode (page 50) can also be programmed .</td>
<td> 

The programmed user names appear.

</td>
</tr>
<tr>
<td>• Speed dialing (300 stations)
A stored destination can be dialed by pressing the [SPEED] key, entering a 3-digit number (000 to 299), and pressing the [START] key ( ). A name (maximum 36 characters) can be stored for each destination.
When using F-code transmission, a sub-address and passcode (page 50) can also be programmed.</td>
<td> 

The Speed number entry screen appears.

</td>
</tr>
<tr>
<td>• Group dialing
Multiple Rapid dial and/or Speed dial destinations can be stored in a Rapid key for Group dialing. Destinations can also be stored for Group dialing by entering fax numbers with the numeric keys. This is convenient for communicating with a group of other fax machines.</td>
<td> 

The programmed group names appear.

</td>
</tr>
<tr>
<td>• REDIALING
The machine retains the last fax or phone number dialed. This number can be redialed by simply pressing the [REDIAL] key and then the [START] key ( ).
• If you pressed a numeric key during the previous call, the [REDIAL] key may not dial the correct number.
• Redialing is not possible to broadcast transmission (page 34), serial polling (page 40), timer transmission (page 36), group dialing (page 22), or F-code transmission (page 57) destinations.</td>
<td> 

The last number dialed is displayed.

</td>
</tr>
<tr>
<td>• ON-HOOK DIALING
This feature allows you to dial without lifting an extension phone connected to the machine. Press the [SPEAKER] key, listen for the dial tone through the speaker, and then dial.
• If a person answers, lift the extension phone to answer. (You can only speak to the other party if an extension phone is connected to the machine.)
• Faxes must be sent manually when using on-hook dialing. (Page 26)
• On-hook dialing is not possible using a Rapid key that includes a sub-address and passcode, or a group dial key.</td>
<td> 


</td>
</tr>
</table>

Note

- A combined total of 50 Rapid dial and group dial keys can be stored, and 300 speed dial destinations can be stored.
- Stored Rapid keys, group keys, and Speed dial destinations can be called up using a search name entered when the key or destination was stored. (Page 23)
- To prevent dialing a wrong number and sending a fax to an incorrect destination, check the message display carefully when you store the number. You can also check stored numbers by printing out the programmed information after storing the number (page 83).

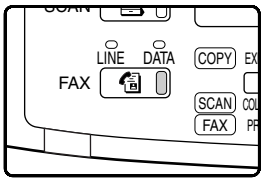
2 BASIC OPERATIONS

This chapter explains the basic procedures for sending and receiving faxes.
There are three basic methods for fax transmission: memory transmission, direct transmission, and manual transmission. When memory transmission is used, the document is temporarily stored in memory before being transmitted. When direct transmission or manual transmission is used, the document is transmitted without being stored in memory, The default transmission setting can be set to "MEMORY TX" or "DIRECT TX" using "SEND MODE" (page 103) in the key operator programs. To manually switch between "MEMORY TX" and "DIRECT TX", use the [COMM. SETTING] key. (See "Faxing by direct transmission" on page 25.)
The following explanations generally assume that memory transmission is being used.

SENDING A FAX

BASIC PROCEDURE FOR SENDING FAXES

1 Make sure that the machine is in fax mode.



The FAX indicator is lit when the machine is in fax mode. If the indicator is not lit, press the [FAX] key. If auditing mode has been enabled for the fax function in the key operator programs, a message will appear prompting you to enter your account number when you switch to fax mode. Enter your account number (5 digits) with the numeric keys. (See "ACCOUNT CONTROL" on page 100.)

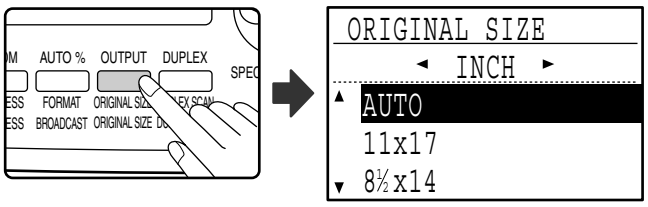
2 Place the original(s) in the document feeder tray or on the document glass.

- Using the SPF: page 15
- Using the document glass: page 15

If you are using the document glass to send multiple pages, place the first page first.

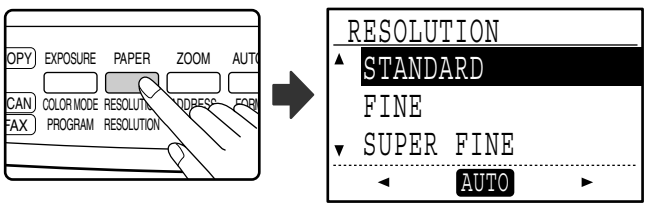
Note You cannot place originals both in the SPF and on the document glass and send them in a single fax transmission.

3 Check the original size. If the original is not a standard size or the size was not detected correctly, press the [ORIGINAL SIZE] key.



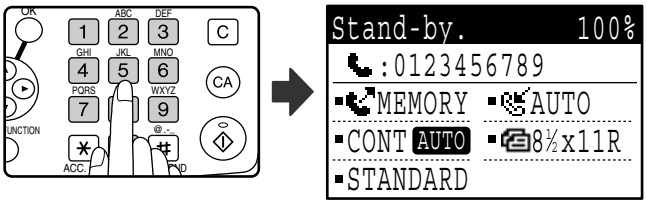
When the [ORIGINAL SIZE] key is pressed, the size selection screen appears. See "MANUALLY SETTING THE SCANNING SIZE" (page 16) to set the original size.

4 If needed, adjust the resolution and exposure settings. (Page 17)



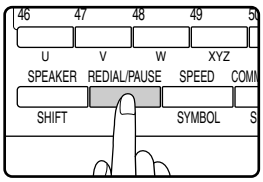
To adjust the resolution and exposure settings, press the [RESOLUTION] key. (See "SELECTING RESOLUTION AND EXPOSURE SETTINGS" on page 17.)

5 Dial the fax number.



- The entered number appears in the message display. Up to 50 digits can be entered. If you make a mistake, press the [C] key and then enter the correct number.
- Redialing and automatic dialing can also be used (pages 18, 22).

Entering a pause



If a pause is necessary when dialing out from a PBX or when dialing an international number, press the [REDIAL] key. (This key functions as a pause key when entering a number.)

If you press the [PAUSE] key once, a hyphen ("-") appears and a 2-second pause* is inserted.

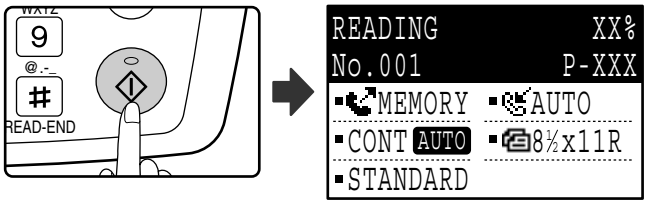
After entering a number, you can also press the [PAUSE] key to enter a hyphen and then enter another number using the numeric keys or a Rapid key. (This connects the numbers together, and is called Chain dialing.)

* The duration of each pause can be changed in the key operator programs. (See "PAUSE TIME" on page 98.)

Note Group keys cannot be used for chain dialing.

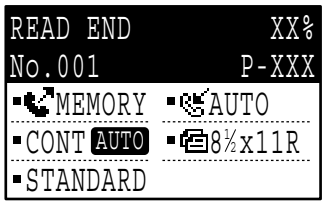
Using the SPF

6 Press the [START] key (◇).



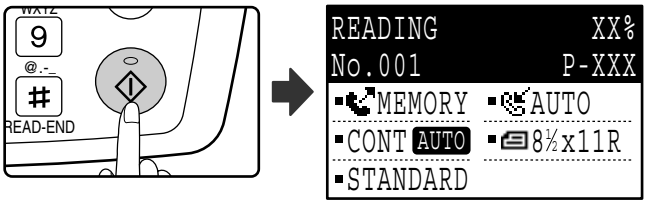
- Scanning begins.
- If the line is free, the machine will dial the receiving machine and begin transmission as soon as the first page is scanned. (Quick online transmission: page 27)
- If there is a previously stored job or a job is in progress, or if the line is being used, all pages of the original are scanned into memory and stored as a transmission job. (This is called memory transmission: the destination is automatically called and the document transmitted after previously stored jobs are completed.)

If scanning is completed normally, the following screen is appears briefly and then the display returns to the base screen.



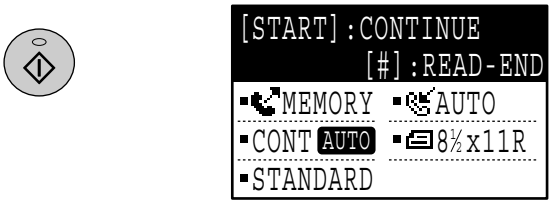
Using the document glass

6 Press the [START] key (◇).



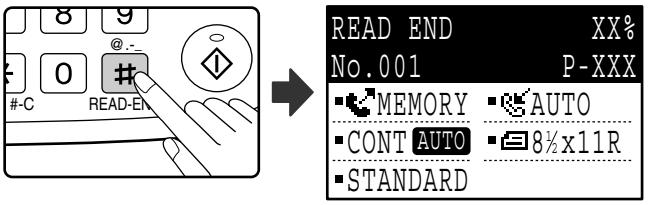
Scanning begins.

7 If you have another page to scan, change pages and then press the [START] key (◇).



- Repeat this sequence until all pages have been scanned.
- You can change the resolution and exposure settings as needed for each page 17.
- If no action is taken for one minute (the [START] key (◇) is not pressed), scanning automatically ends and the transmission job is stored. (This function can be disabled in the key operator programs.)

8 After the last page is scanned, press the [READ-END] key (#).



Open the SPF and remove the original. When the original is removed or any key operation is performed, the display returns to the base screen. (The destination is automatically called and the document transmitted after any previously stored jobs are completed.)

Note

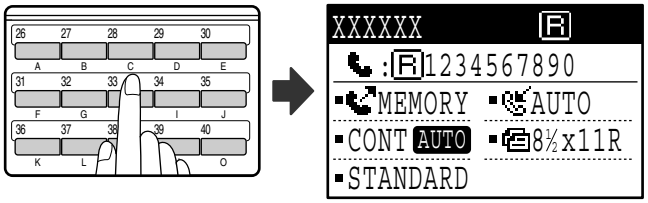
- **To cancel transmission**
  To cancel transmission while "READING" appears or before the # key is pressed, press the [C] or [CA] key. To cancel a transmission job that is already stored, press the [FAX STATUS] key and cancel the job as explained on page 28.
- A job number (3 digits) appears in the display with "READ END" when memory transmission is performed. If you make a note of this number after performing a broadcast transmission, you can use the number to check the results of the transmission in the transaction report or activity report.
- If the power is turned off or a power failure occurs while an original is being scanned in the SPF, the machine will stop and an original misfeed will occur. After power is restored, remove the original as explained in "ORIGINAL MISFEED IN THE SPF" in the "Operation manual (for general information and copier)".

TRANSMISSION BY AUTO-DIALING (RAPID DIALING AND GROUP DIALING)

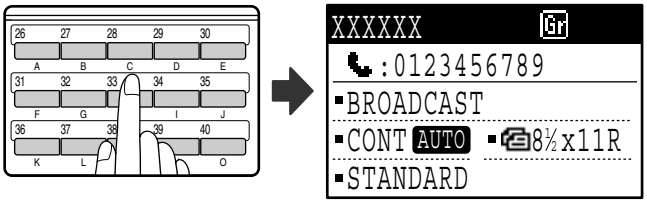
Fax numbers can be dialed by automatic dialing (Rapid dialing and group dialing) instead of pressing the numeric keys. Follow the steps below to send a fax using an auto dial number. To use an auto dial number, the name and fax number of the destination must first be stored. See page 18 for information on auto-dialing and page 64 for information on programming auto-dial destinations.

1 Perform steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20).

2 Press the Rapid key or group key for the desired destination.



The name programmed for the destination can be displayed by pressing the Rapid key.



The name programmed for the group can be displayed by pressing the group key.

3 Continue from step 6 of "BASIC PROCEDURE FOR SENDING FAXES" (page 21).

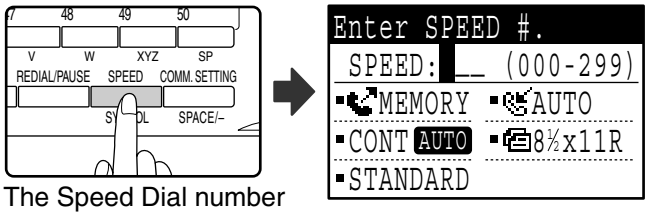
If an original has been placed, scanning of the original will begin automatically without the need to press the [START] key in step 6 on page 21.

SENDING A FAX BY SPEED DIALING

In addition to Rapid dialing and group dialing, you can also send a fax by pressing the [SPEED] key and entering a 3-digit Speed Dial number. Follow the steps below to send a fax by Speed Dialing. The 3-digit Speed Dial number is entered with the numeric keys when programmed. (See "STORING, EDITING, AND DELETING AUTO DIAL NUMBERS AND PROGRAMS" on page 64.)

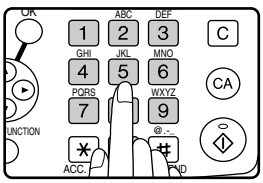
1 Perform steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20).

2 Press the [SPEED] key.



The Speed Dial number entry screen appears.

3 Enter the 3-digit Speed Dial number with numeric keys.



- Enter the 3-digit Speed Dial number entered when the Speed Dial number was programmed. (See step 7 of "Storing Rapid keys and Speed Dial numbers" on page 65.)
- If you make a mistake, press the [C] key and then enter the correct number. If you enter a 3-digit number that is not programmed in the machine, press the [C] key and then enter the correct number. If you do not know the Speed Dial number, print out the "SPEED # LIST". (See "PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY" on page 83.)

4 Continue from step 6 of "BASIC PROCEDURE FOR SENDING FAXES" (page 21).

Note

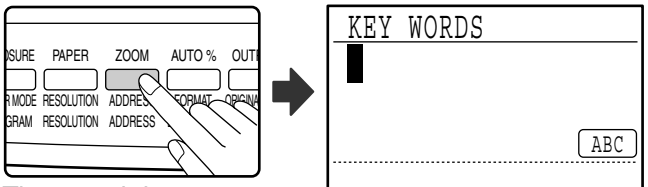
- **To cancel transmission**
  To cancel transmission while "READING" appears or before the # key is pressed, press the [C] or [CA] key. To cancel a transmission job that is already stored, press the [FAX STATUS] key and cancel the job as explained on (page 28) .
- A job number (3 digits) appears in the display with "READ END" when transmission is performed. If you make a note of this number after performing a broadcast transmission, you can use the number to check the results of the transmission in the transaction report or activity report.

SEARCHING FOR A PROGRAMMED DESTINATION (USING THE [ADDRESS] KEY)

At the time of dialing, you can enter letters to search for a destination stored in a Rapid key, Speed Dial number, or Group key.

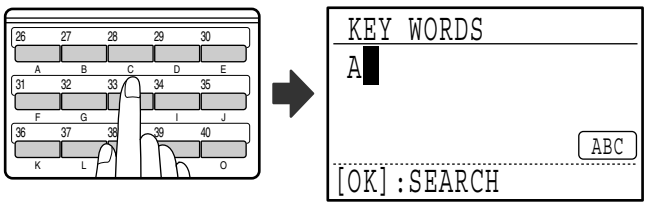
1 Perform steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20).

2 Press the [ADDRESS] key.



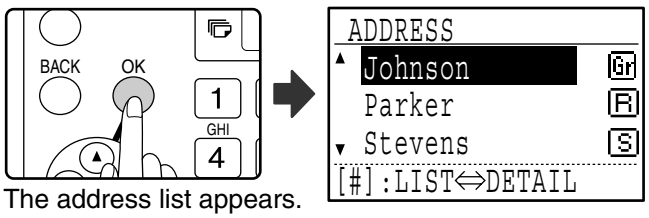
The search letter entry screen appears.

3 Enter the search letters with the letter entry keys (page palette) (you can also skip entry of search letters and go directly to the next step to display the first destination in the address list).



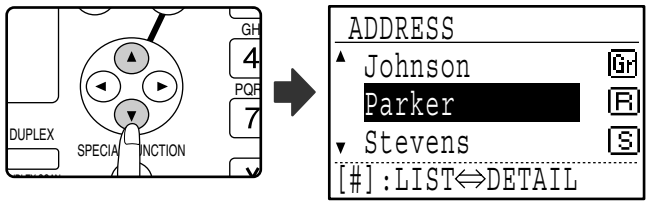
Up to 10 of the following types of characters can be entered.
Upper case letters, lower case letters, numbers, special characters (See "ENTERING CHARACTERS" on page 84.)
Enter numbers with the numeric keys.

4 Press the [OK] key.



The address list appears.

5 Select the desired destination with the [▼] or [▲] key.



- The search results appear in the following order: upper case letters, lower case letters, special characters, and numbers.
- If not all letters of the destination name appear, press the [#] key to display the full name. Press the [#] key once again to return to the original screen.

6 Press the [OK] key.

The selected destination is entered.

7 Continue from step 6 of "BASIC PROCEDURE FOR SENDING FAXES" (page 21) .

Note

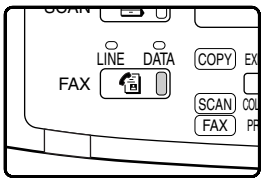
- **To cancel transmission**
  To cancel transmission while "READING" appears or before the [#] key is pressed, press the [C] or [CA] key. To cancel a transmission job that is already stored, press the [FAX STATUS] key and cancel the job as explained on page 28.
- A job number (3 digits) appears in the display with "READ END" when transmission is performed. If you make a note of this number after performing a broadcast transmission, you can use the number to check the results of the transmission in the transaction report or activity report.

FAXING A TWO-SIDED ORIGINAL

Follow the steps below to automatically transmit both sides of a two-sided original. (This is only possible on models that have an RSPF installed.)

Note Do not use an original that is not a standard size (11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, A4, A4R). Otherwise a scanning error or cut-off image may result.

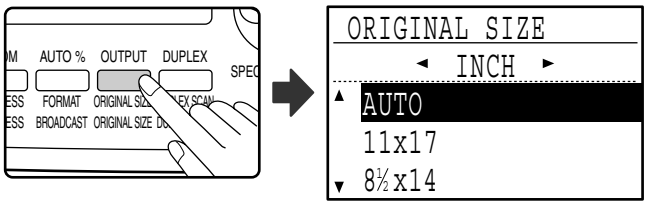
1 Make sure that the machine is in fax mode.



When the machine is in fax mode, the [FAX] key indicator is lit. If the indicator is not on, press the [FAX] key. If auditing mode has been enabled for the fax function in the key operator programs, a message will appear prompting you to enter your account number when you switch to fax mode. Enter your account number (five digits) with the numeric keys. (See "ACCOUNT CONTROL" on page 100.)

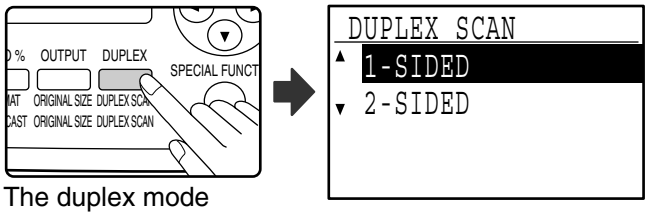
2 Place the original(s) in the document feeder tray. (See "USING THE SPF" on page 15.)

3 Check the original size.



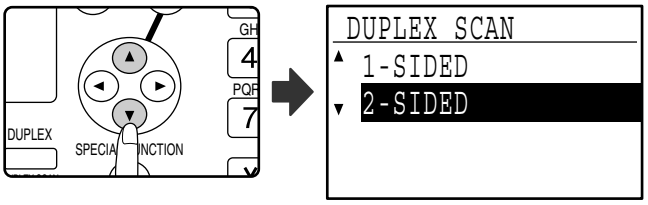
When the [ORIGINAL SIZE] key is pressed, the size selection screen appears. If the original size was not correctly detected, see "MANUALLY SETTING THE SCANNING SIZE" (page 16) and set the correct original size.

4 Press the [DUPLEX] key.

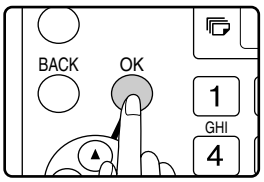


The duplex mode selection screen appears.

5 Select "2-SIDED" with the [▼] or [▲] key.

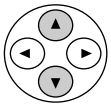


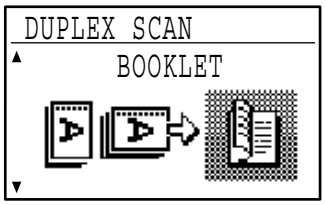
6 Press the [OK] key.



The duplex original type selection screen appears.

7 Select book or tablet for the duplex original type with the [▼] or [▲] key.





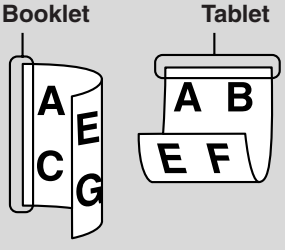
8 Press the [OK] key.

You will return to the base screen and the duplex scanning mode icon will appear.

9 Continue from step 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20) .

Note

- Booklets and tablets
  Two-sided originals that are bound at the side are booklets, and two-sided originals that are bound at the top are tablets.
- Duplex scanning is canceled when the transmission is completed, or when the [CA] key is pressed.
- Duplex scanning of two-sided originals is only possible when an RSPF is used. Automatic scanning of both sides of an original is not possible when the document glass is used.
- Automatic scanning of both sides of an original longer than 11" x 17" (A3) is not possible.
- The image of the back side of the original is rotated 180 degrees if needed at the time of transmission, and thus there is no need to change the orientation at the receiving machine.
- To cancel duplex scanning, select "1-SIDED" in step 5 and then press the [OK] key.
- When duplex scanning is enabled, dual page scan (page 45) cannot be enabled.



Transmission settings (memory transmission mode and direct transmission mode)

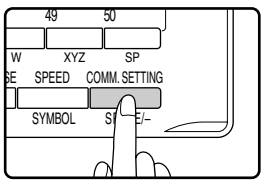
Transmission modes include memory transmission, where the original is temporarily scanned into memory before transmission, and direct transmission, where the original is transmitted directly without being scanned into memory. There are two types of memory transmission: "Storing a transmission" (page 26), where all pages of the original are scanned into memory before transmission begins, and "Quick online transmission" (page 27), where the destination is dialed after the first page is scanned and the remaining pages are transmitted as they are scanned.
During a memory transmission, it may happen that the memory becomes full while the originals are being scanned. (See "If the memory becomes full during transmission of a stored transmission job" on page 26 and "If the memory becomes full during a quick online transmission" on page 27.) The number of pages that can be stored in memory varies depending on the content of the pages, the transmission settings, and whether memory has been added.
If there are too many pages and memory transmission is not possible, you can press the [COMM. SETTING] key to switch from memory transmission to direct transmission. When direct transmission is used, transmission begins after the current job is completed, allowing you to give priority to a transmission job. As such, direct transmission is a convenient means of performing an interrupt transmission when there are a large number of stored transmission jobs. To switch between memory transmission and direct transmission, see the following "Faxing by direct transmission".

Note When transmission is performed manually using an extension phone connected to the machine or using on-hook dialing, direct transmission is automatically selected. (Memory transmission is not possible.)

Faxing by direct transmission

1 Perform steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20).

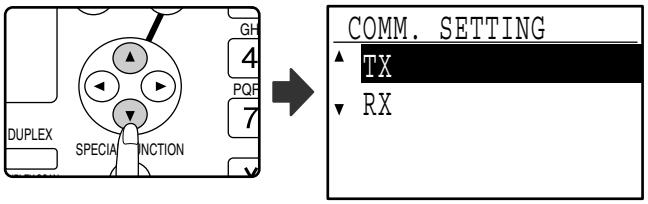
2 Press the [COMM.SETTING] key



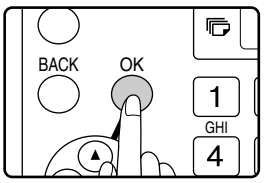
The communication settings screen appears.

Note The communication settings screen can also be displayed from the function selection screen.
Press the [SPECIAL FUNCTION] key to display the special function selection screen, select "COMM. SETTING" with the [▼] or [▲] key, and press the [OK] key.

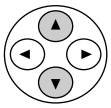
3 Select "TX" with the [▼] or [▲] key.

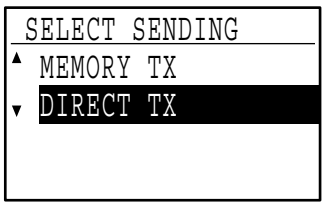


4 Press the [OK] key.



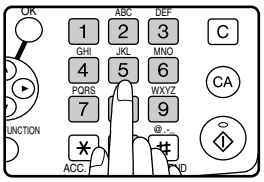
5 Select "DIRECT TX" with the [▼] or [▲] key.





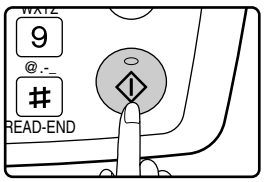
6 Press the [OK] key.

7 Dial the fax number.



Group dialing cannot be used.

8 Press the [START] key.



When using the document glass, multiple original pages cannot be transmitted in a single transmission.

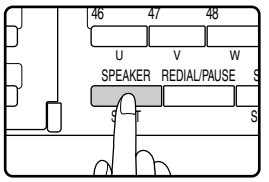
Note

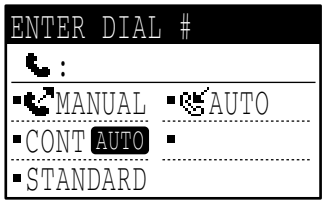
- To change from "Direct Transmission" back to "Memory Transmission", select "MEMORY TX" in step 5.
- To cancel a direct transmission, press the [C] key.

Faxing by manual transmission (using the [SPEAKER] key)

1 Perform steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20).

2 Press the [SPEAKER] key





When this key is pressed, a message regarding volume adjustment will appear briefly followed by the dial entry screen. You can adjust the speaker volume (high, middle, or low) by pressing the [▼] or [▲] key. Note that this will not change the volume setting in the key operator programs. Ringing will be heard from the speaker on the left side of the machine (toward the back) when the [SPEAKER] key is used for dialing.

3 Perform steps 7 and 8 of "Faxing by direct transmission" (page 25 to 26).

Note

- To cancel dialing using the [SPEAKER] key when you need to redial the number or because transmission was interrupted, press the [SPEAKER] key once again.
- As the original is not stored in memory when direct transmission and manual transmission are used, the following functions cannot be used.
  Broadcast transmission (page 34), timer transmission (page 36), F-code relay broadcast transmission (page 61), redial* (page 104), image rotation (page 102), duplex scanning, dual pages, and others.
  * When sending a fax by direct transmission, redial can be used.
- When a fax is sent by direct transmission or manual transmission, the fax is sent after the connection with the receiving machine is established.

Storing transmission jobs (memory transmission)

When the line is in use, the transmission job is temporarily stored in memory. When the current job and any previously stored jobs are completed, transmission begins automatically. (This is called memory transmission.) This means that transmission jobs can be stored in memory by performing a transmission operation while the machine is occupied with another transmission/reception operation. Up to 50 jobs can be stored in memory at once. After transmission, the scanned document data is cleared from memory. You can check transmission jobs stored in memory in the fax job status screen. (Page 29) Note that depending on the number of pages stored in memory and the transmission settings, it may not be possible to store 50 jobs in memory.

- The procedure for storing a transmission job is the same as the procedure in "BASIC PROCEDURE FOR SENDING FAXES" on page 20.
- If you have not yet pressed the [START] key (◈), you can cancel a transmission job by pressing the [C] key.
- If you have already pressed the [START] key (◈), see "Canceling a stored transmission job" (page 29). If the original is still being scanned after the [START] key (◈) is pressed, you can press the [C] key to cancel the transmission.
- If you store a transmission job in direct transmission mode, you will not be able to store any further transmission jobs.

After transmission, the scanned document data is cleared from memory. You can check transmission jobs stored in memory in the fax job status screen. (Page 29)

If the memory becomes full during transmission of a stored transmission job

If the memory becomes full while scanning the first page of a document, the transmission job is automatically canceled. If the memory becomes full while scanning the second page or a following page, scanning stops. In this case, you can either press the [C] key to cancel the transmission, or press the [OK] key to transmit only those pages which were completely scanned.

Quick On-line

When you use the SPF to send a multi-page document and there are no previously stored jobs waiting or in progress (and the line is not being used), the machine dials the destination after the first page is scanned and begins transmitting scanned pages while the remaining pages are being scanned. This transmission method is called Quick On-line. When a quick online transmission is being performed, the message display shows "READING" - "DIALING" - "COMM." - "SENDING" in that order until scanning of the remaining pages is completed. When all pages have been scanned, "READ END" appears before the above messages appear.
If the receiving party is busy, the quick online transmission will change into a stored transmission job (memory transmission). (See "Storing transmission jobs (memory transmission)" on page 26.)

If the memory becomes full during a quick online transmission

If the memory becomes full while scanning the first page of a document, the transmission job is automatically canceled. If the memory becomes full while scanning the second page or a following page, those pages which were completely scanned will be transmitted.

Note

The machine is initially set (factory setting) to perform Quick On-line transmission. If desired, you can disable this function in the key operator programs. (See "QUICK ON LINE TX" on page 103.) When an original is transmitted using the following methods, the job will be stored in memory. (Quick On-line transmission will not be performed.)

- Sending a fax from the document glass.
- Broadcast transmission (page 34)
- Timer transmission (page 36)
- F-code transmission (page 50 in Chapter 4)

If the receiving party is busy

If the receiving party is busy, the transmission is temporarily canceled and then automatically re-attempted after a brief interval. (Two attempts are made at an interval of 3 minutes.*1)
If you do not want the machine to re-attempt the transmission, press the [FAX STATUS] key and cancel the job. (Page 29)
*1 The settings can be changed in the key operator programs. (See "RECALL SETTING (BUSY)" on page 104.)

If a transmission error occurs

If an error occurs that prevents transmission or the receiving machine does not answer the call within 45 seconds*2, the transmission is stopped and then automatically re-attempted later. One attempt is made at an interval of 1 minute.*2) If you do not want the machine to re-attempt the transmission, press the [FAX STATUS] key and cancel the job. (Page 29) This machine also supports error correction mode (ECM) and is set to automatically resend any part of a fax that is distorted due to noise on the line.
*2 The settings can be changed in the key operator programs. (See "RING TIMEOUT IN AUTO TX" (page 105) and "RECALL SET (ERR)" (page 104).)

Image rotation

The machine is initially set to rotate a vertically-placed ( ) document 90° so that it is oriented horizontally ( ) before transmission (8-1/2" x 11" (A4) originals are rotated to 8-1/2" x 11"R (A4R). 8-1/2" x 11"R (A4R) originals are not rotated. If desired, you can disable the rotation function in the key operator programs as explained on "ROTATE TX" (page 102).

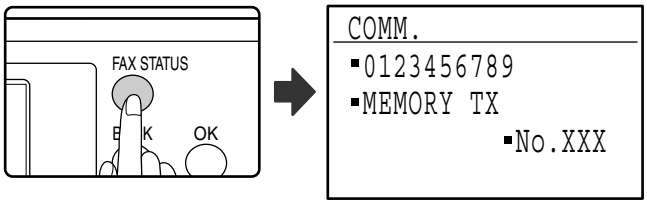
CANCELING A FAX TRANSMISSION

To cancel a transmission that is in progress or a stored transmission job, follow the steps below. A transmission in progress or a stored transmission job is canceled from the fax status screen. (Printing of a received fax cannot be canceled.)

Note To cancel a transmission while the original is being scanned ("READING" appears in the message display) or before the [#] key is pressed ([READ-END] key ([#]) when scanning the original from the document glass), the [C] or [CA] key can be pressed.

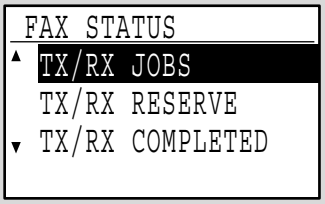
Canceling a fax transmission

1 Press the [FAX STATUS] key.

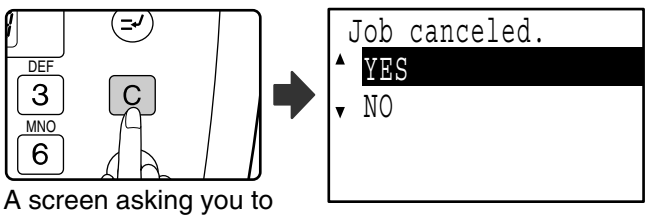


- When a transmission is in progress, the job being transmitted is displayed.
- If the displayed job is not the job that you wish to cancel, it is likely that the job to be canceled is a stored job waiting for transmission. Press the [BACK] key to display the fax status selection screen and then follow the procedure in "Canceling a stored transmission job" on page 29 to cancel the job.

Note When a transmission is not in progress, the following fax status selection screen appears.

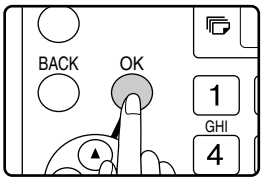


2 Press the [C] key.



A screen asking you to confirm cancelation of the transmission appears.

3 Press the [OK] key.

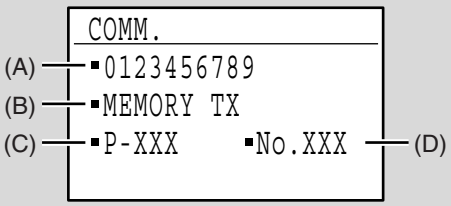


The transmission is canceled.

Note

- If you do not wish to cancel the transmission, press the [▼] key in the screen of step 2, select "NO", and press the [OK] key.
- You can check canceled operations in the Activity Report. "CANCEL" will appear in the "TYPE/NOTE" column of the report.

Additional information on the display during transmission



(A) Destination name
The name of the destination appears if programmed.

(B) Transmission method name
In the case of a timer transmission, the timer icon "🕒" appears at the beginning of the transmission method name.

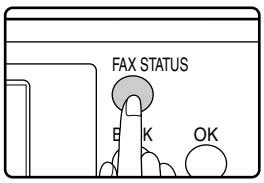
(C) Number of pages currently transmitted
Appears during sending.

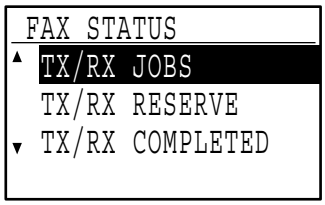
(D) Document number
The document number assigned at the time of scanning in memory transmission mode appears.

Canceling a stored transmission job

If you do not wish to cancel a stored transmission job and only wish to check its status, press the [BACK] key instead of the [C] key in step 4 to exit.

1 Press the [FAX STATUS] key.

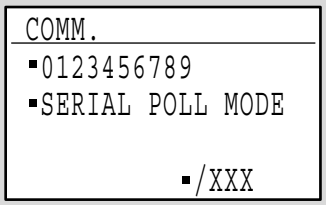




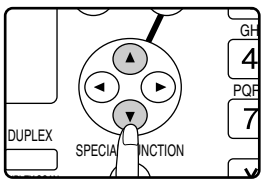
The fax job status screen is displayed.

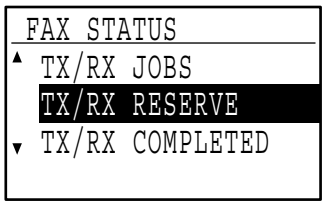
Note

When a transmission is in progress, the job being transmitted is displayed. Press the [BACK] key to display the fax status selection screen.

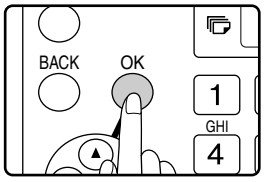


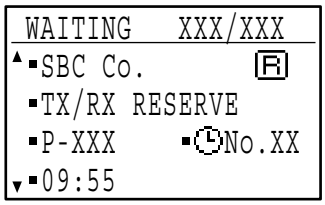
2 Select "TX/RX RESERVE" with the [▼] or [▲] key.





3 Press the [OK] key.

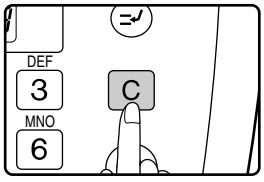


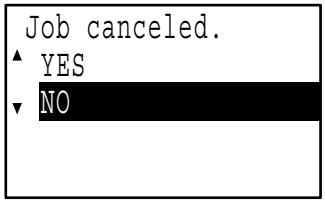


The first stored transmission job appears.

Press the [▼] or [▲] key until the transmission job that you wish to cancel appears.

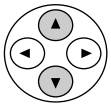
4 Press the [C] key.

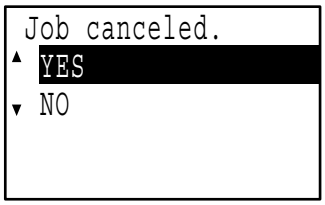




The transmission cancel confirmation screen appears.

5 Select "YES" with the [▼] or [▲] key.





6 Press the [OK] key.

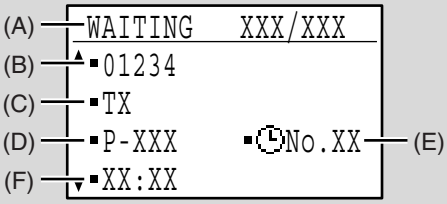
The selected transmission job is canceled.

If you wish to cancel another transmission job, repeat steps 1 through 6.

Note

You can check canceled recall mode jobs in the Activity Report. "CANCEL" will appear in the "TYPE/NOTE" column of the report.

Contents of the stored job screen (screen of step 3)



(A) Current status
"WAITING" will appear next to stored transmission jobs and timer transmission jobs. "RECALL" will appear next to recall mode jobs.

(B) Destination
The name of the destination appears if programmed.

(C) Transmission method name
In the case of a timer transmission, the timer icon "" appears at the beginning of the transmission method name.

(D) Number of pages stored
In the case of a stored transmission job, the document number assigned at the time of scanning appears.

(E) In the case of a timer transmission, the timer job number appears.

(F) In the case of a timer transmission, the timer job number appears. "Prepared" will appear for a stored transmission job.

Status of completed jobs
To check the status of completed jobs, select "TX/RX COMPLETED" in step 2 and press the [OK] key in step 3.

RECEIVING FAXES

When another fax machine sends a fax to your machine, your machine will ring*, automatically receive the fax, and begin printing. (This is called automatic reception.)
If you do not wish to have received faxes printed immediately, use the print hold function to hold received faxes in memory for printing at your convenience (all received faxes will be printed at once). To enable this function and print received faxes, see "FAX PRINT HOLD FUNCTION" on page 32.

Note

- You can store a transmission job while fax reception is in progress. (See "Storing transmission jobs (memory transmission)" on page 26.)
- To print received fax pages on both sides of the paper, enable "DUPLEX RECEPTION" (page 107) in the key operator programs.
- If a extension phone is not connected to the machine, use automatic reception.
- In order to receive faxes, paper must be loaded in the paper tray. See "LOADING PAPER" in the "Operation manual (for general information and copier)" to load appropriate paper. Incoming faxes will be automatically adjusted to the orientation of the printing paper, so there is no need to load both horizontally ( ) and vertically ( ) oriented paper. However, when a fax smaller than 8-1/2" x 11" (A4) is received, the size of paper used to print the fax will differ depending on the orientation (horizontal or vertical) of the original in the sending machine.

RECEIVING A FAX

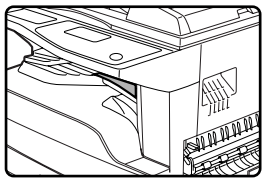
1 The machine will ring* and reception will automatically begin.

The LINE indicator lights up.

***Number of rings**

The machine has been set to ring twice before beginning automatic reception. You can change the number of rings to any number from 0 to 9 in the key operator programs. (See "#OF RINGS AT. RX" on page 106.)
If the number of rings is set to 0, the machine will receive faxes without ringing.

2 Reception ends.



- When reception ends, the machine sounds a beep.
- When the optional job separator tray kit is installed, received faxes are output to the job separator.

Note

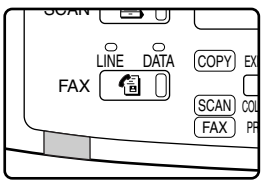
The job separator has a sensor that detects when a tray is full. When approximately 100 sheets accumulate in a tray, a message appears in the display and fax printing stops. If this happens, remove the sheets. Printing will resume momentarily.

Earlier output of received data

If a fax cannot be printed because the machine is out of the appropriate paper and another fax is subsequently received that can be printed, the subsequently received fax will be printed before the fax that cannot be printed. This also happens when there are several faxes in memory that cannot be printed.
This function can be disabled in the key operator programs. (See "EARLIER OUTPUT" on page 108.)

LINE STATUS indicator

After a received fax is printed, the LINE STATUS indicator will blink while the printed fax remains on the job separator tray. When the fax is removed from the tray, the indicator stops blinking. If the job separator tray kit is not installed, the LINE STATUS indicator will turn off when printing of the received fax is finished. The conditions under which the indicator blinks and stops blinking vary depending on the settings in the key operator programs. (See "FAX RECEPTION LIGHT" on page 105.)



Note

If a removed fax is returned to the job separator tray, the LINE STATUS indicator will not resume blinking.

F-code confidential fax reception

When a fax has been received by F-code confidential fax reception, an icon (🖹) will appear in the base screen of fax mode (message display (1) on page 12). The icon also appears in front of the box in the F-code confidential box name screen in the display. (Step 6 on page 59) Print the received fax as explained in "PRINTING A DOCUMENT RECEIVED TO AN F-CODE CONFIDENTIAL MEMORY BOX" (page 59).

If received data cannot be printed

If the machine runs out of paper or toner, or a paper misfeed occurs, or if the machine is printing a print or copy job, received faxes will be held in memory until printing becomes possible. The received faxes are automatically printed when printing is possible. When received faxes are held in memory, the DATA indicator at the upper right of the [FAX] key blinks. You can also use the forwarding function to have another fax machine print the received faxes. (See "FORWARDING FUNCTION" on page 48.)

Note

In order to receive faxes, paper must be loaded in the paper tray. Load appropriate paper as explained in "LOADING PAPER" in the "Operation manual (for general information and copier)". The difference between vertically and horizontally oriented 8-1/2" x 11" and 8-1/2" x 11"R paper (A4 and A4R paper), is automatically adjusted at the time of reception, so there is no need to load paper in both orientations. However, when a fax smaller than 8-1/2" x 11" is received, the size of paper used to print the fax will differ depending on the orientation (horizontal or vertical) of the original in the sending machine.

- If you wish to use 5-1/2" x 8-1/2" paper to receive faxes, load 5-1/2" x 8-1/2" paper in tray 1 of the machine and set the paper size to 5-1/2" x 8-1/2". Only tray 1 can be set to 5-1/2" x 8-1/2" size.
- If you receive a fax that is larger than the loaded paper, the fax will be automatically reduced before printing, or it will be divided and printed on two sheets of paper. (See "RECEIVED DATA PRINT CONDITION" on page 106.) Note that if the loaded paper is B5 or smaller, the width and length of the image may not allow the fax to be printed.
- In fax mode, printing is not possible on A3, B4, B5, B5R, A5 sizes. (Among AB sizes, only A4 and A4R can be used for printing.)
- If the paper runs out while a fax is being printed, printing will automatically continue using the closest size of paper in another tray.
- If you change the size of paper loaded in a tray, change the tray's paper size setting.
- Faxes cannot be printed correctly if the actual paper size is different from the paper size setting. Be sure to set the tray's paper size setting to the same paper size as the paper loaded in the tray. For example, if you receive an 11" x 17" (A3) size fax when 8-1/2" x 14" (B4) paper is loaded in the tray and the tray's paper size setting is 11" x 17" (A3), the fax will be printed on 8-1/2" x 14" (B4) paper and part of the image may be cut off If the paper loaded in the tray is larger than the paper size setting, paper larger than the recognized fax size will be used. (A message prompting you to check the tray's paper size setting will appear.)
- Received faxes cannot be printed on paper inserted in the bypass tray.

FAX PRINT HOLD FUNCTION

Faxes are normally printed as soon as they are received.
This function is used to hold received faxes in memory rather than printing them as they are received. Faxes held in memory are printed manually all at once.

Settings required for fax print hold

If a fax is received when auto power shut-off mode has activated ("TURNING THE POWER ON AND OFF" in the "Operation manual (for general information and copier)"), the machine returns to normal operation in order to print the fax. For this reason, if faxes are received at regular intervals, auto power shut-off will repeatedly activate and deactivate and less power will be conserved.
If you wish to maximize the benefit of auto power shut-off at night and other times when printing of received faxes is not immediately necessary, enable fax print hold. When fax print hold is enabled, receiving faxes when auto power shut-off has activated will not cause auto power shut-off to deactivate.

It is recommended that you enable and disable fax print hold as needed for your conditions of use; for example, enable fax print hold during the night and disable it during the day.

Note

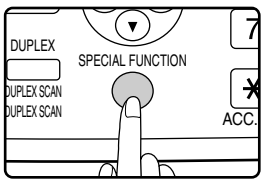
- When fax print hold is enabled and received faxes are held in memory, the DATA indicator above the [FAX] key on the operation panel blinks and a message appears in the display. (When the received faxes are printed, the indicator stops blinking and the message no longer appears.)
- If the remaining free memory reaches 0%, fax reception will no longer be possible. For this reason, it is important to constantly make sure that sufficient free memory remains and frequently print received faxes. The percentage of free memory remaining appears in the base screen of fax mode. (Page 12)

Enabling fax print hold

Note If fax print hold is prohibited using "DISABLE FAX PRINT HOLD" (page 102) in the key operator programs, it will not be possible to enable it.

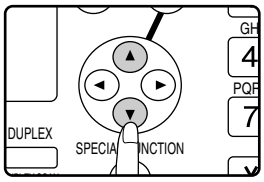
1 In Fax mode, press the [SPECIAL FUNCTION] key.

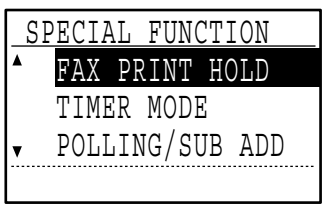
Begin the following procedure from the base screen of Fax mode.



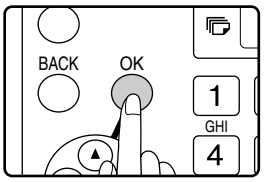
Press the [SPECIAL FUNCTION] key to display the special function menu.
(To select fax mode, see step 1 on page 20.)

2 Select "FAX PRINT HOLD" with the [▼] or [▲] key.

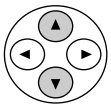


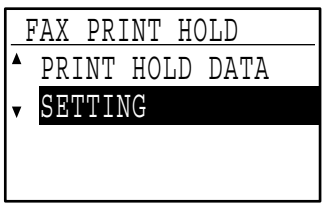


3 Press the [OK] key.



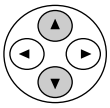
4 Select "SETTING" with the [▼] or [▲] key.

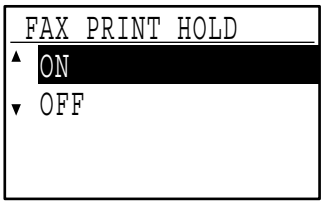




5 Press the [OK] key.

6 Select "ON" with the [▼] or [▲] key.





To disable fax print hold, select "OFF".

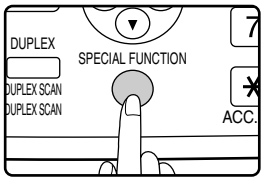
7 Press the [OK] key.

Printing received faxes held in memory

To print received faxes that are held in memory when fax print hold is enabled, follow the steps below.

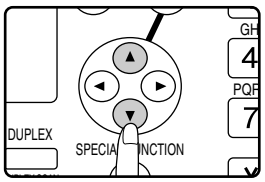
1 In Fax mode, press the [SPECIAL FUNCTION] key.

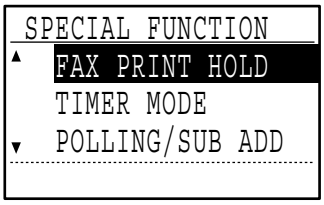
Begin the following procedure from the base screen of Fax mode.



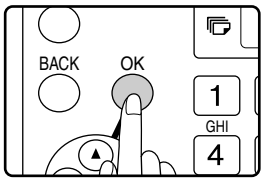
Press the [SPECIAL FUNCTION] key to display the special function menu.
(To select fax mode, see step 1 on page 20.)

2 Select "FAX PRINT HOLD" with the [▼] or [▲] key.

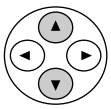


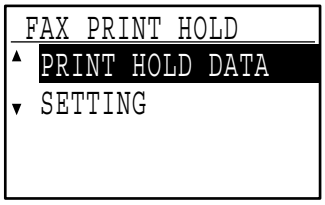


3 Press the [OK] key.



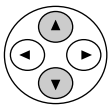
4 Select "PRINT HOLD DATA" with the [▼] or [▲] key.

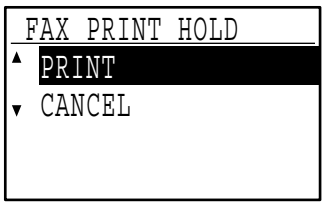




5 Press the [OK] key.

6 Select "PRINT" with the [▼] or [▲] key.





7 Press the [OK] key.

3 ADVANCED TRANSMISSION METHODS

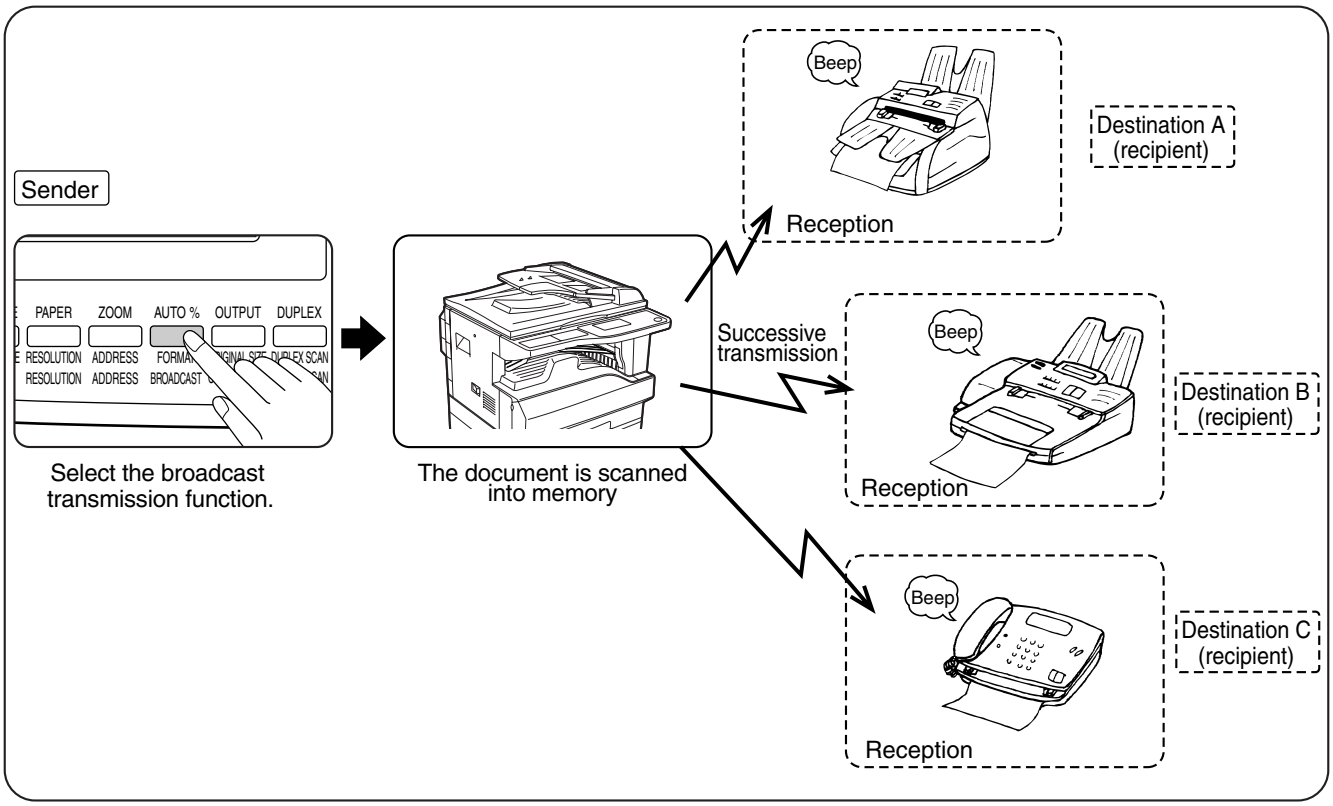
This chapter explains advanced features that are designed for specific purposes and circumstances. Please read those sections that are of interest to you.

SENDING THE SAME DOCUMENT TO MULTIPLE DESTINATIONS IN A SINGLE OPERATION (BROADCAST TRANSMISSION)

This feature is used to send a fax to multiple destinations in a single operation. The original to be transmitted is scanned into memory and then successively transmitted to the selected destinations. This feature is convenient for such purposes as distributing a report to company branches. Up to 200 destinations can be selected. When transmission to all destinations has been completed, the document is automatically cleared from memory.

Note

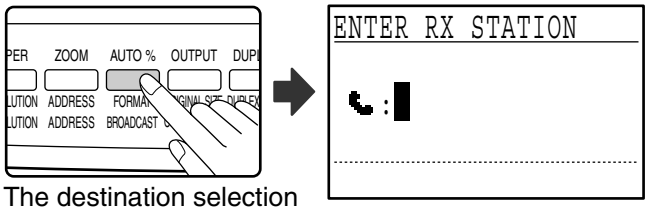
- If you frequently use broadcasting to send faxes to the same group of destinations, it is convenient to program those destinations into a group key. Group key dialing is an automatic dialing function whereby multiple destinations (Rapid keys, Speed Dial numbers, and full fax numbers entered with the numeric keys) are programmed into a Rapid key. The procedure for programming group keys is explained on page 64.
- When a group key is used to send a fax, the fax is broadcast (transmitted) to the destinations programmed in the group key. For example, if five destinations are programmed in a group key and the key is pressed for a broadcast transmission, the broadcast transmission will have five destinations.



USING BROADCAST TRANSMISSION

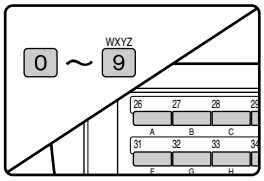
1 Perform steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20).

2 Press the [BROADCAST] key.



The destination selection screen appears.

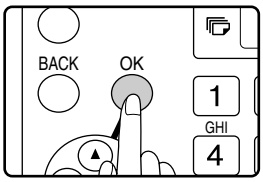
3 Enter a full fax number with the numeric keys or press an auto-dial key (Rapid key, Speed Dial number, or group key) to select the first destination. (Page 22)



To clear a mistake when entering a full number with the numeric keys, press the [C] key to clear one digit at a time.

A destination selected with a Rapid key, Speed Dial number, or group key is indicated by an icon and a number. To clear an entry, press the [C] key.

4 Press the [OK] key and then select the next destination by entering a full fax number or pressing an auto-dial key.



After entering a full number with the numeric keys, press the [OK] key to complete the entry. If you pressed an auto-dial key in step 3, it is not necessary to press the [OK] key. You can immediately press another auto-dial key for the next destination. Repeat steps 3 and 4 to select the remaining destinations.

Note

- If you need to delete a number for which entry has already been completed by pressing the [OK] key, use the [◀] or [▶] key to select the number and then press the [C] key.
- If the selected destinations exceed the display range of the message screen, press the [◀] or [▶] key to scroll through and check the destinations.
- Destinations can also be selected using the address directory and the [REDIAL] key. Note, however, that the [REDIAL] key can only be used to select the first destination (it must be used before any other destinations are selected).
- If you use two group keys that have 50 stations each, the total number of destinations entered will be 100.

5 Continue from step 6 of "BASIC PROCEDURE FOR SENDING FAXES" on page 21.

Note

To cancel a broadcast transmission

To cancel a broadcast transmission when selecting destinations, press the [CA] key. To cancel transmission after the transmission procedure has been completed, follow the procedure in "CANCELING A FAX TRANSMISSION" (page 28).

AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)

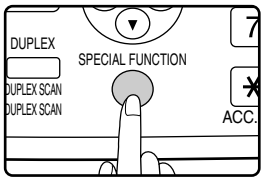
This feature enables you to set up a transmission or polling operation to be performed automatically at a specified time up to a week in advance. This is convenient when you will be out of the office or for transmission at off-peak nighttime rates. A combined total of 50 timer transmission and memory transmission jobs can be stored.

Note

- After a timer transmission is performed, the information (image, destination, etc.) is automatically cleared from memory.
- To perform a timer transmission, the original must be scanned into memory. It is not possible to leave the original in the SPF or on the document glass and have it scanned at the specified time of transmission.
- The date and time is set in the machine using the key operator programs. (See "DATE & TIME SET" on page 101.)
- Only one polling timer operation can be set up at a time. If you wish to set up multiple timer polling operations, combine the machines to be polled into one serial polling operation with a timer setting (see "Serial polling" on page 40).

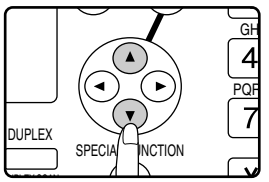
SETTING UP A TIMER TRANSMISSION

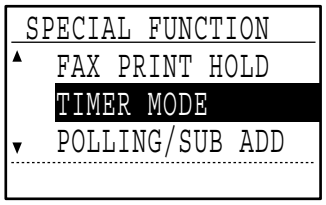
1 In Fax mode, press the [SPECIAL FUNCTION] key.



When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select fax mode, see step 1 on page 20.)

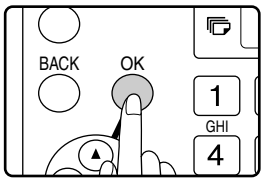
2 Select "TIMER MODE" with the [▼] or [▲] key.

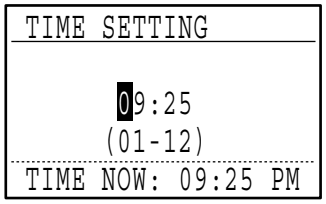




If a time has been specified, a checkmark appears in front of "TIMER MODE". To cancel a specified time, press the [✱] key in the above display with "TIMER MODE" highlighted.

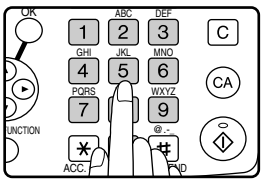
3 Press the [OK] key.





The current time appears in the screen. If the current time is not correct, press the [CA] key to cancel the operation and see "DATE & TIME SET" (page 101) to correct the time setting.

4 Use the numeric keys to select the time at which you want the operation to take place.



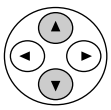
Select the time in 12-hour format.
Example: For 13:25, enter 01:25

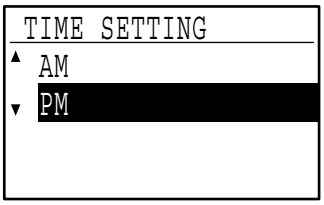
If you need to correct the entered time, use the [◄] key to move back.

5 Press the [OK] key.

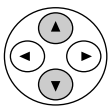
The specified time is set.

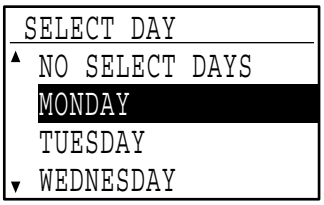
6 Select "AM" or "PM" with the [▼] or [▲] key and then press the [OK] key.





7 Select the day of the week with the [▼] or [▲] key.





The selected day is highlighted. If you select "NO SELECT DAYS", the transmission will be performed as soon as the specified time arrives. To return to the [TIME SETTING] display, press the [BACK] key.

8 Press the [OK] key.

The selected day is set.

9 Perform the desired fax operation.

The steps that follow will depend on the type of operation.
The following operations can be performed as a timer operation:

- Normal transmission (page 20)
- Broadcast transmission (page 34)
- Polling (page 38)
- Serial polling (page 40)
- F-code polling (page 55)
- F-code confidential transmission (page 57)
- F-code relay request transmission (page 61)

Note

- To cancel a timer operation after the above procedure has been completed, follow the procedure in "CANCELING A FAX TRANSMISSION" (page 28).
- A timer job number is automatically assigned to the operation. This number can be used to cancel a stored job. (See the note "Contents of the stored job screen (screen of step 3)" on page 29.)
- Other operations can be performed after a timer operation is set up. If another operation is in progress when the specified time arrives, the timer transmission will begin when the job in progress is completed.

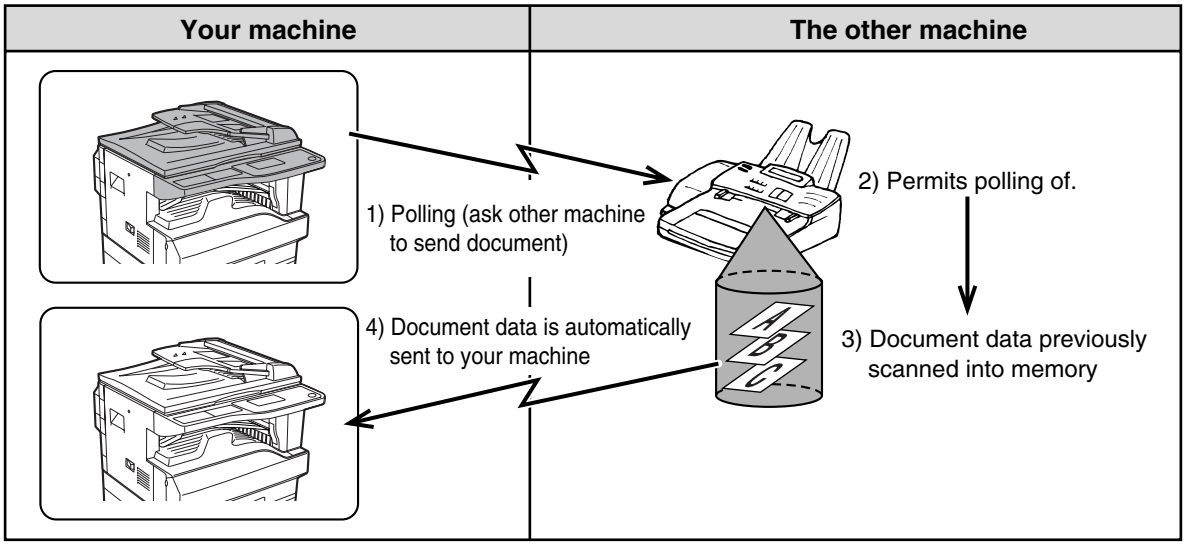
TRANSMISSION AND RECEPTION USING THE POLLING FUNCTION

The polling function allows your machine to call a fax machine that has a document ready for transmission and initiate reception of the document. You can also perform the reverse operation: scan a document into the memory of your machine so that another machine can call your machine and initiate reception of the document.
Calling the sending machine and asking the sending machine to fax a document is called "polling". Scanning a document into memory and automatically sending it when the receiving machine calls and "polls" your machine is called "polling memory". This function can only be used if the other machine is a Super G3 or G3 machine and supports the polling function.

Note For information on polling and polling memory using F-codes, see "HOW F-CODE POLLING MEMORY WORKS" (page 52). Normal polling and memory polling are explained in this chapter.

Polling

This function allows your machine to call another fax machine and initiate reception of a document in that machine. A timer setting can also be specified to have the operation take place at night or at another specified time. (See "TIMER TRANSMISSION" on page 36.)

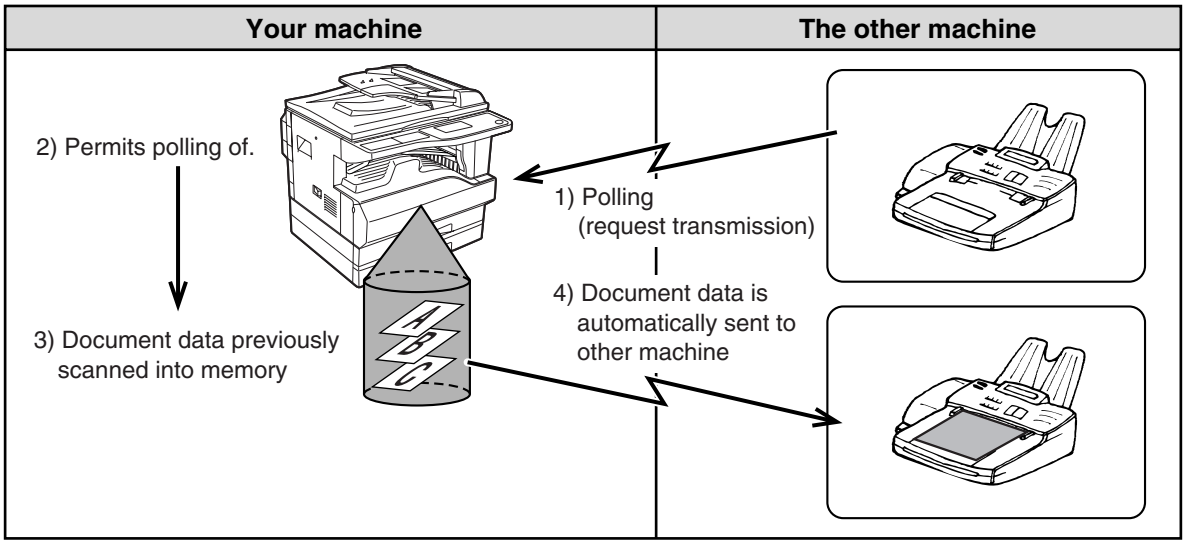

Your machine
The other machine
1) Polling (ask other machine to send document)
2) Permits polling of.
3) Document data previously scanned into memory
4) Document data is automatically sent to your machine

Group keys and the broadcast transmission function (page 34) can be used to successively poll multiple fax machines in a single operation (this is called "serial polling"). Up to 200 machines can be polled.
In this case, the sequence of operations in the above diagram is successively repeated for each sending machine selected.

Note The receiving machine bears the expense (phone charges) of polling transmission.

Polling memory

This feature allows your machine to automatically send a document previously scanned into memory when another machine calls and polls your machine.


Your machine
The other machine
2) Permits polling of.
1) Polling (request transmission)
3) Document data previously scanned into memory
4) Document data is automatically sent to other machine

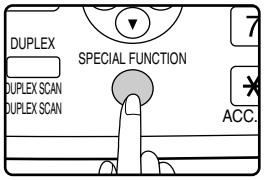
Note The machine that requests transmission bears the expense (phone charges) of the call.

USING THE POLLING FUNCTION

When used in conjunction with the timer transmission function (page 36), only one polling job can be stored.

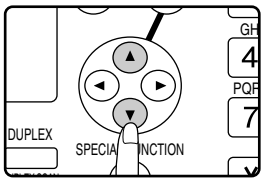
Note If the other machine is using polling security (see "Restricting polling access (polling security)" on page 43), your fax number (sender's number) must be programmed in the key operator programs (see "OWN PASSCODE SET" on page 99) and your number must also be programmed in the other machine.

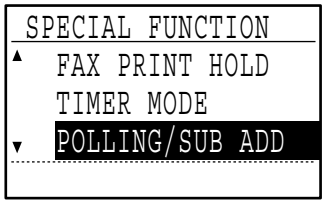
1 In Fax mode, press the [SPECIAL FUNCTION] key.



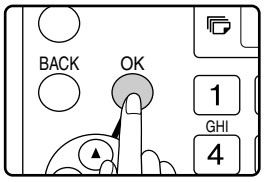
When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select fax mode, see step 1 on page 20.)

2 Select "POLLING/SUB ADD" with the [▼] or [▲] key.

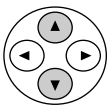


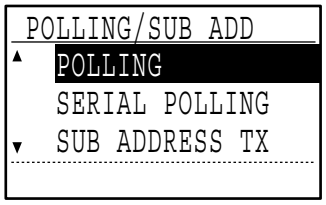


3 Press the [OK] key.



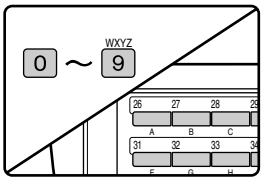
4 Select "POLLING" with the [▼] or [▲] key.





5 Press the [OK] key.

6 Enter the fax number of the other machine with the numeric keys, press a Rapid key, or specify a Speed Dial number (a group key cannot be used).

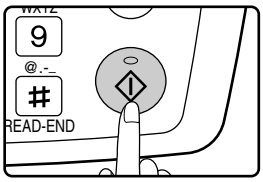


To clear a mistake when entering a full number with the numeric keys, press the [C] key to clear one digit at a time.

A destination selected with a Rapid key or Speed Dial number is indicated by an icon and a number. To clear an entry, press the [C] key.

7 Press the [OK] key.

8 Press the [START] key.



"Polling reservation has been set." appears in the screen. After communicating with the other machine, your machine prints the received fax.

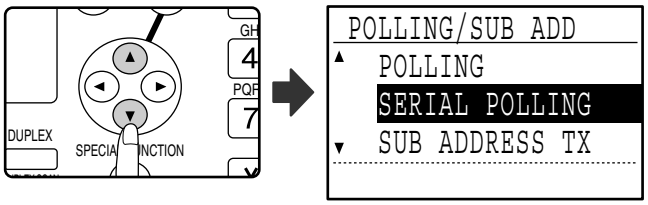
Note **To cancel the operation**
During communication: Cancel as explained in "Canceling a fax transmission" on page 28.
While the job is stored: Cancel as explained in "Canceling a stored transmission job" on page 29.

Serial polling

When performing serial polling, an auto-dial key that includes a sub-address or passcode (page 50) cannot be selected.

1 Perform steps 1 to 3 of the polling procedure (page 39).

2 Select "SERIAL POLLING" with the [▼] or [▲] key.



About the steps that follow

See steps 5 to 8 of the polling procedure (page 39). Before pressing the [START] key in step 8, repeat steps 6 and 7 for each machine that you wish to poll. When performing serial polling, a group key can also be used in step 6 on page 39.

USING POLLING MEMORY

This function sends a document previously scanned into memory to a receiving machine when the receiving machine calls and polls your machine. (If desired, you can restrict polling to fax machines whose fax number you have programmed in your machine. See "Restricting polling access (polling security)" on page 43.) The machine has "memory boxes", which are memory used for the regular polling memory function, F-code polling memory, F-code confidential transmission, and F-code relay transmission (see "BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION" on page 50) The polling memory function explained here uses a memory box called the "PUBLIC BOX".

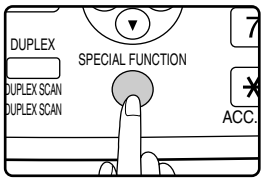
Note When using the polling memory function, do not set the reception mode to MANUAL. (See "SETTING THE RECEPTION MODE" on page 63.)

Scanning a document into polling memory (the Public Box)

This section explains how to scan a document into the Public Box. If other documents have already been stored in the Public Box, the new document will be appended to those documents. If the previous documents are no longer needed, they can be replaced.

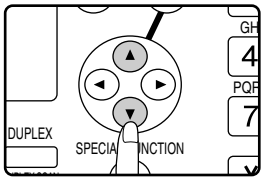
1 Follow steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20) and then follow the steps below.

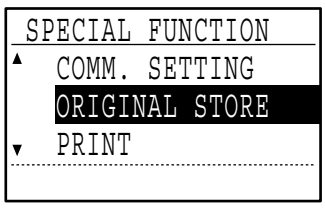
2 Press the [SPECIAL FUNCTION] key.



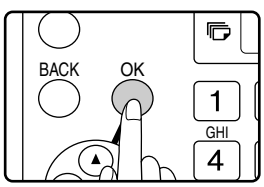
Press the [SPECIAL FUNCTION] key to display the special function menu.

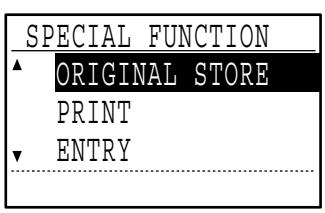
3 Select "ORIGINAL STORE" with the [▼] or [▲] key.



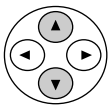


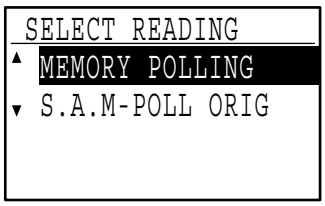
4 Press the [OK] key.



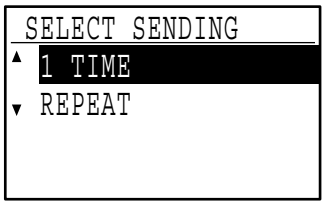


5 Select "MEMORY POLLING" with the [▼] or [▲] key.

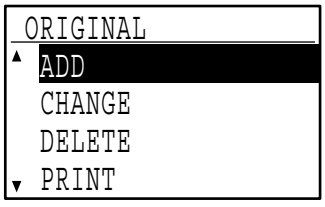




6 Press the [OK] key.

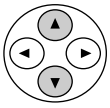


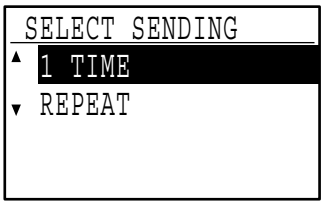
- If there are no previously stored documents in the Public Box, the above screen appears. If the above screen appears, go to step 7.
- If there are previously stored documents in the Public Box, a screen will appear to let you select what action to take.



(1) If you wish to append the new document, select "ADD" with the [▼] or [▲] key, press the [OK] key, and then go to step 7.
(2) If you wish to replace the previous document with the new document, select "CHANGE" with the [▼] or [▲] key, press the [OK] key, and then go to step 7.

7 Select "1 TIME" or "REPEAT" with the [▼] or [▲] key.

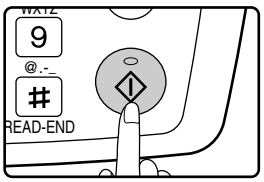




If you select "1 TIME", the document data is automatically cleared from memory after your machine is polled once. If you select "REPEAT", the document data in memory can be used repeatedly.
If you selected "ADD" or "CHANGE" in step 6, the transmission settings selected when the previous document was scanned into the Public Box will be replaced by the settings that you will select this time.

8 Press the [OK] key.

9 Press the [START] key ( ).



- Scanning begins.
- If you are scanning from the document glass and have another page to scan, change pages and press the [START] key ( ). Repeat until all pages have been scanned and then press the [#] key.

10 Make sure that the reception mode is set to auto reception.

Transmission begins when the other machine calls and polls your machine.

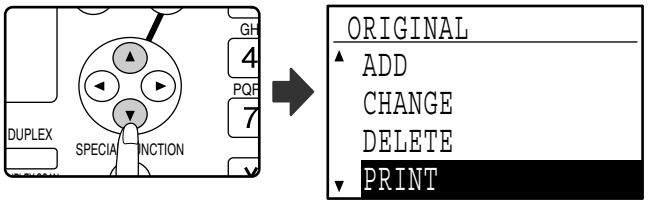
To cancel scanning
To cancel scanning of a document while scanning is in progress, press the [C] key. To erase the documents in the Public Box, follow the procedure in "Deleting documents from the Public Box" (page 43).

Printing documents in the Public Box

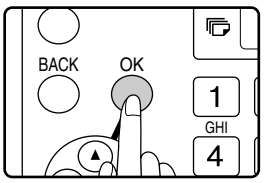
To check the document that is stored in the public box, follow these steps to print it out.

1 Follow steps 2 to 6 of "Scanning a document into polling memory (the Public Box)" (page 41) and then follow the steps below.

2 Select "PRINT" with the [▼] or [▲] key.



3 Press the [OK] key.



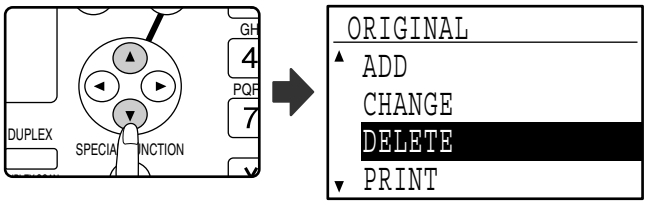
Printing begins automatically.

Deleting documents from the Public Box

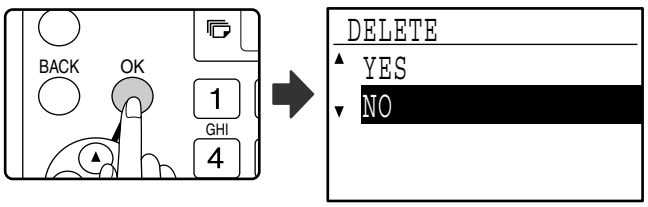
This procedure is used to delete documents from the Public Box when they are no longer needed.

1 **Follow steps 2 to 6 of "Scanning a document into polling memory (the Public Box)" (page 41) and then follow the steps below.**

2 **Select "DELETE" with the [▼] or [▲] key.**

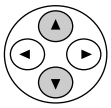


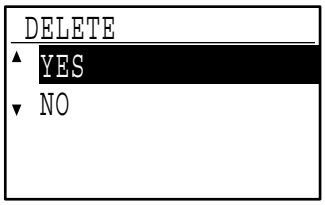
3 **Press the [OK] key.**



A screen appears asking you to confirm the deletion.

4 **Select "YES" with the [▼] or [▲] key.**





To cancel the deletion, select "NO".

5 **Press the [OK] key.**

The documents are deleted from the Public Box.

Note Deletion is not possible while the Public Box is being used.

3

Restricting polling access (polling security)

If you wish to prevent unauthorized fax machines from polling your machine, enable the polling security function. When this function is enabled, polling permission will only be granted if the fax number of the polling machine (programmed in that machine as the sender's number) matches one of the fax numbers you have programmed in your machine as passcode numbers. Up to 10 fax numbers can be programmed as passcode numbers.

To enable the polling security function and program passcode numbers, see "POLLING PASSCODE # MODE" (page 109) in the key operator programs.

Note

- If you do not use the polling security function, the document will be sent to any fax machine that polls you.
- To use polling memory with polling security enabled, the sender's number of the polling machine must be programmed in that machine and in your machine.

INCLUDING SENDER INFORMATION ON FAXES

This function prints the date, time, your programmed name, your programmed fax number, and the transmitted page number at the top center of each page that you fax. All pages that you fax include this information.

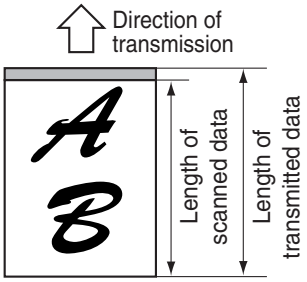
Example of fax page printed out by the receiving machine

OCT-22-2004-FRI 03:00 PM	SHARP PLANNING DIV.	FAX No. 0666211221	P. 001/001
↑ (1)	↑ (2)	↑ (3)	↑ (4)

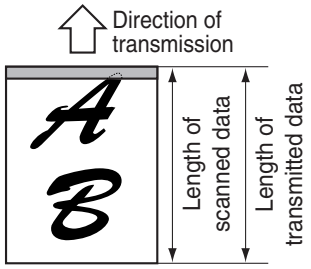
(1) Date and time Date and time: programmed in the key operator programs (see "DATE & TIME SET" on page 101).
(2) Sender's name: programmed in the key operator programs (see "OWN PASSCODE SET" on page 99). When Auditing mode (page 13) is being used for the fax function and "ACC. NAME PRINT" (page 103) is enabled, the account name* of the account used to perform the transmission is used for the sender's name.
* The account name entered in step 6 of "ACCOUNT # SET" (page 100) in the key operator programs.
(3) Sender' number: programmed in the key operator programs (see "OWN PASSCODE SET" on page 99).
(4) Transmitted page number: 3-digit number appearing in the format, "page number/total pages". (Only the page number appears if you use manual transmission, direct transmission, or quick on-line transmission.) Printing of the transmitted page number can be disabled in the key operator programs (see "PAGE COUNTER SET" on page 103).

Position of sender information

You can select whether the sender information is added outside the document data or inside the document data in the key operator programs (see "PRINT STATION # IN RCVD DATA" on page 103). The factory default setting is outside the document data.



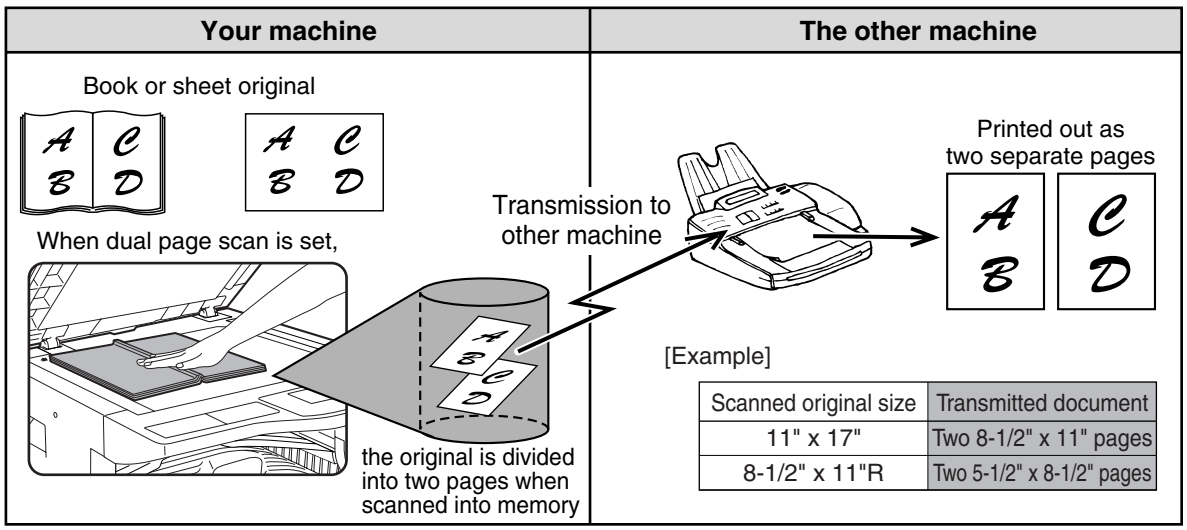
Outside the scanned data (document data)
None of the transmitted image is cut off; however, the transmitted image is longer than the scanned image, and thus when both the sender and the receiver use the same size of paper, the printed fax may either be reduced or split up and printed on two pages.



Inside the scanned data (document data)
The top edge of the scanned image will be cut off by the sender's information; however, when both the sender and the receiver use the same size of paper, the printed fax will neither be reduced nor split up and printed on two pages.

FAXING A DIVIDED ORIGINAL (DUAL PAGE SCAN)

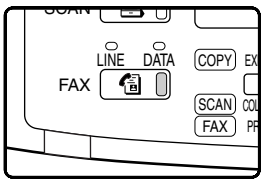
When faxing a book or other bound document, you can use this function to divide the two open pages of the book into two separate fax pages.
This function can only be used when the original is scanned using the document glass.


Your machine
The other machine
Book or sheet original
When dual page scan is set,
Transmission to other machine
Printed out as two separate pages
the original is divided into two pages when scanned into memory
[Example]
Scanned original size
Transmitted document
11" x 17"
Two 8-1/2" x 11" pages
8-1/2" x 11"R
Two 5-1/2" x 8-1/2" pages

Selecting Dual Page Scan

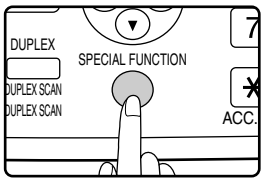
Follow the steps below and then send the fax.

1 Make sure that the machine is in fax mode



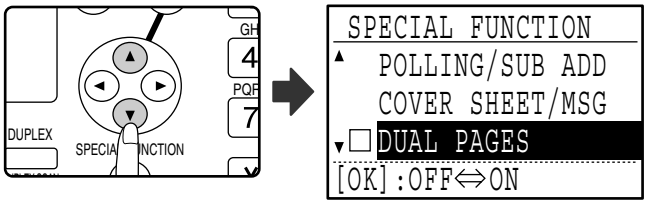
When the machine is in fax mode, the FAX indicator is lit. If the light is not on, press the [FAX] key.

2 Press the [SPECIAL FUNCTION] key.



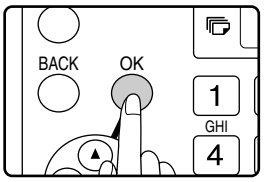
When the [SPECIAL FUNCTION] key is pressed, the special function menu appears.

3 Select "DUAL PAGES" with the [▼] or [▲] key.



Dual Page Scan is selected when a checkmark appears in the "DUAL PAGES" checkbox. To cancel the selection when a checkmark appears, press the [OK] key in the next step so that a checkmark does not appear.

4 Press the [OK] key.

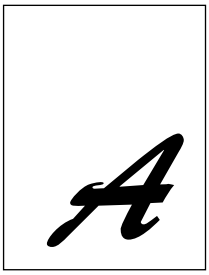
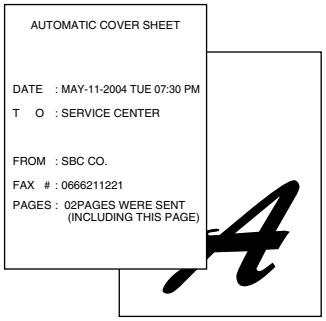
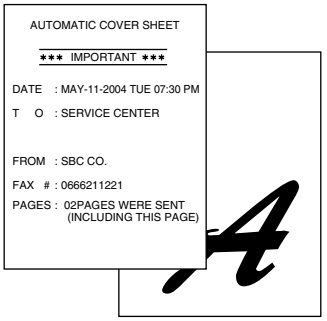
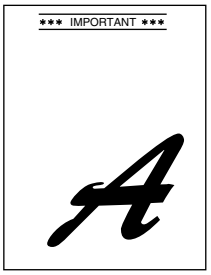


5 Place the original on the document glass (page 15) and perform the transmission operation.

If you have more originals to scan after pressing the [START] key (◇) and scanning the first original, change originals and press the [START] key (◇). Repeat until all originals have been scanned. Press the # key. (See steps 6 to 8 of "Using the document glass" on page 21.)

ADDING A COVER SHEET/MESSAGE TO A FAX TRANSMISSION

This function automatically attaches an 8-1/2" x 11" (A4) cover sheet to your fax transmissions. The cover sheet shows the date and time, the destination name, the sender's name and fax number, and the number of pages in the transmission. A message can also be added to a transmission. One of the following messages can be selected: "CONFIDENTIAL", "PLEASE DISTRIBUTE", "URGENT", "PLEASE CALL BACK", "IMPORTANT".

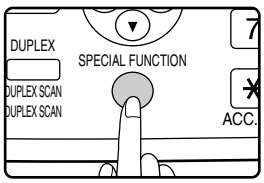
Your machine	The receiving machine		
	Cover sheet / no message	**Cover sheet / message**	**No cover sheet / message**
			
Select a cover sheet / message and transmit the fax.	A cover is automatically added and the fax is printed.	The selected message is printed at the top of the cover sheet.	The selected message is printed at the top of the first sheet.

Note

- Select this function before each transmission. The selection is only effective for one transmission. After one transmission, the function automatically turns off.
- Before adding a cover sheet, make sure that your sender's name and number have been programmed. (See "OWN PASSCODE SET" on page 99.)
- This function cannot be used when performing a manual transmission, or when using memory polling (page 41), F-code memory polling (page 52), F-code confidential transmission (page 57), or F-code relay request transmission (page 61).
- You can also enable a setting in the key operator programs to always add a cover sheet to transmissions (see "AUTO COVER SHEET" on page 105).

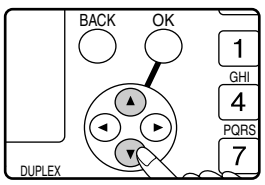
Selecting a cover sheet / message

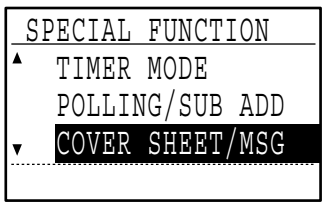
1 In Fax mode, press the [SPECIAL FUNCTION] key.



When the [SPECIAL FUNCTION] key is pressed, the special function menu appears. (To select fax mode, see step 1 on page 20.)

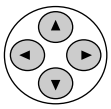
2 Select "COVER SHEET/MSG" with the [▼] or [▲] key.





3 Press the [OK] key.

4 To add a cover sheet, select "COVER SHEET" with the [◄] or [►] key. To add a message, select the desired message with the [▼] or [▲] key.



If you do not wish to add a cover sheet, select "NO CVR. SHEET".
If you do not wish to add a message, select "NO MESSAGE".

5 Press the [OK] key.

Note To cancel the cover sheet selection, press the ✱ key instead of the [OK] key in step 3.

USING SETTINGS STORED AS A PROGRAM

This function allows you to store the steps of an operation, including the destination and scanning settings, into a program. This function is convenient when you frequently send documents, such as a daily report, to the same destination. Up to nine programs can be stored.

When storing a program, a name (maximum 36 letters) can be assigned to the program.
For information on storing, editing, and deleting programs, see "STORING, EDITING AND DELETING PROGRAMS" on page 74.
The following settings can be stored in a program:
(1) Transmission method
Normal transmission (page 20), broadcast transmission (page 34), polling (page 38), serial polling (page 40), F-code transmission (page 57), F-code polling (page 55)
(2) Cover sheet / message (page 46)
(3) Resolution and exposure (page 17)
(4) Dual page scan (page 45)
(5) Transmission settings (page 25)

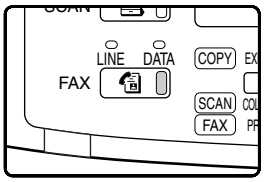
When storing a broadcast transmission or serial polling operation in a program, up to 200 destination fax numbers can be stored.

Note

- A program differs from a timer transmission (page 36) in that it is not cleared from memory after transmission takes place. A program thus allows you to repeatedly perform the same type of transmission. Note, however, that programs do not allow you to establish a timer setting for transmission.
- A setting that can be stored in a program cannot be changed at the time that a program is used for a transmission even if the setting is not stored in the program.
- The only settings that can be selected when using a program are the original size, duplex scanning, and a timer setting.

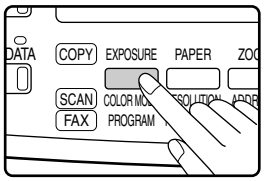
USING A PROGRAM

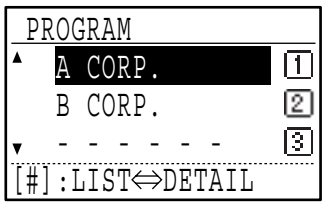
1 In fax mode, place the original. (Page 15)



Skip this step if polling, serial polling, or F-code polling is being performed. If you are going to use Dual Page Scan (page 45), place the document on the Document glass.
(To select fax mode, see step 1 on page 20.)

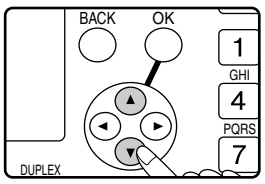
2 Press the [PROGRAM] key.

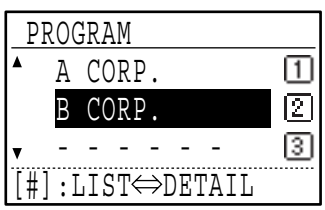




The program selection screen appears.

3 Select the program that you wish to use with the [▼] or [▲] key.

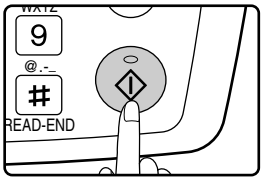




If not all letters of the program name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

4 Press the [OK] key.

5 If needed, select the original size and other settings, and then press the [START] key (◇).



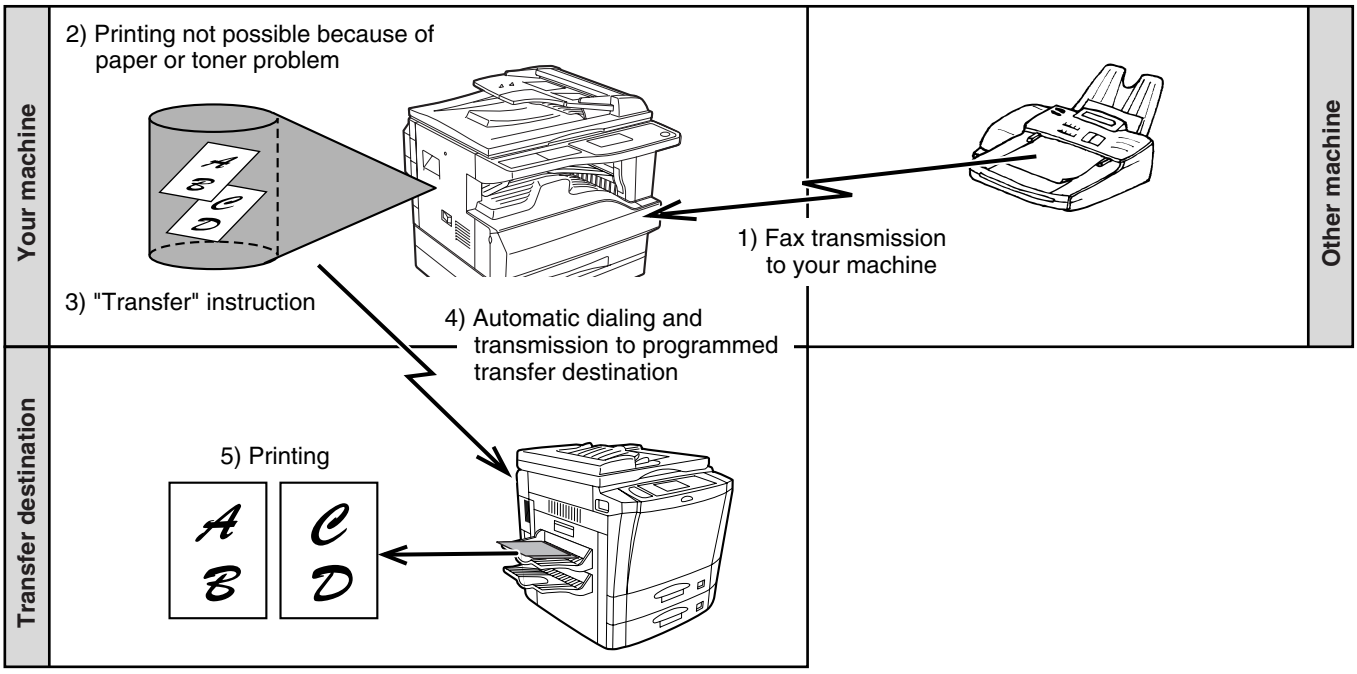
Transmission takes place according to the program.

Note

Select settings that cannot be stored in a program before you press the [START] key (◇) in step 5. These settings include the original size (see "MANUALLY SETTING THE SCANNING SIZE" on page 16), duplex scanning (see "FAXING A TWO-SIDED ORIGINAL" on page 24), and a timer setting (see "AUTOMATIC TRANSMISSION AT A SPECIFIED TIME (TIMER TRANSMISSION)" on page 36).

FORWARDING RECEIVED FAXES TO ANOTHER MACHINE WHEN PRINTING IS NOT POSSIBLE (FORWARDING FUNCTION)

When printing is not possible because of a paper, toner, or other problem, you can forward received faxes to another fax machine if that machine has been appropriately programmed in your machine. This function can be conveniently used in an office or other workplace where there is another fax machine connected to a different phone line. When a fax has been received to memory, the DATA indicator above the [FAX] key (see "If received data cannot be printed" on page 31) to blinks.


Your machine
Other machine
Transfer destination
2) Printing not possible because of paper or toner problem
1) Fax transmission to your machine
3) "Transfer" instruction
4) Automatic dialing and transmission to programmed transfer destination
5) Printing

Note

- All received faxes are forwarded; a particular fax cannot be selected for forwarding. A fax received to a confidential box (see "F-CODE CONFIDENTIAL TRANSMISSION" on page 57) cannot be forwarded.
- Faxes that have been received to memory by the fax print hold function (page 32) are also forwarded.
- The result of forwarding is indicated in the activity report (see "VIEWING THE COMMUNICATION ACTIVITY REPORT AT REGULAR INTERVALS (Communication activity report)" on page 90).

USING THE FORWARDING FUNCTION

Programming the fax number of the forwarding destination

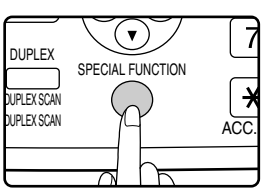
The number of the forwarding destination is programmed in the key operator programs (see "RECEIVED DATA FW. STATION SET" on page 107). Only one fax number can be programmed. The forwarding function cannot be used unless a number is programmed.

Forwarding received faxes

1 Make sure that the machine is in fax mode.

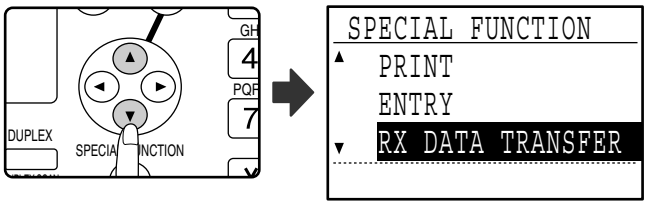
When the machine is in fax mode, the FAX indicator is lit. If the light is not on, press the [FAX] key.

2 Press the [SPECIAL FUNCTION] key.

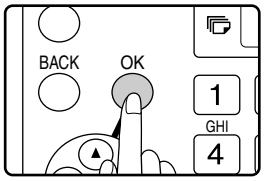


Press the [SPECIAL FUNCTION] key to display the special function menu.

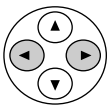
3 Select "RX DATA TRANSFER" with the [▼] or [▲] key.

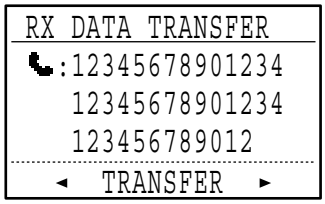


4 Press the [OK] key.



5 Select "TRANSFER" with the [◄] or [►] key.





To cancel forwarding, select "NO TRANSFER".

6 Press the [OK] key.

The machine automatically dials the forwarding number programmed in the key operator programs and begins forwarding the fax or faxes.

Note

- **To cancel a forwarding operation**
  Press the [FAX STATUS] key, and then cancel forwarding in the same way as a regular fax transmission. (See "CANCELING A FAX TRANSMISSION" on page 28.) The fax(es) that was going to be forwarded will return to print standby status in your machine.
- If forwarding is not possible because the other machine is busy or a transmission error occurs, recall attempts will be made according to the recall times setting. If forwarding is still not successful after the set number of recall attempts are made, the fax(es) will return to print standby status in your machine.
- When forwarding is performed, all faxes that have been received in memory to that point are forwarded. The page that was being printed when the problem occurred and all following pages will be forwarded.
- After a fax is forwarded, the fax data is automatically cleared from memory.

4 TRANSMISSION USING F-CODES

This chapter explains F-code transmission, which gives you a convenient means of performing advanced operations such as relay broadcast transmission and confidential transmission. Please read those sections that are of interest to you.

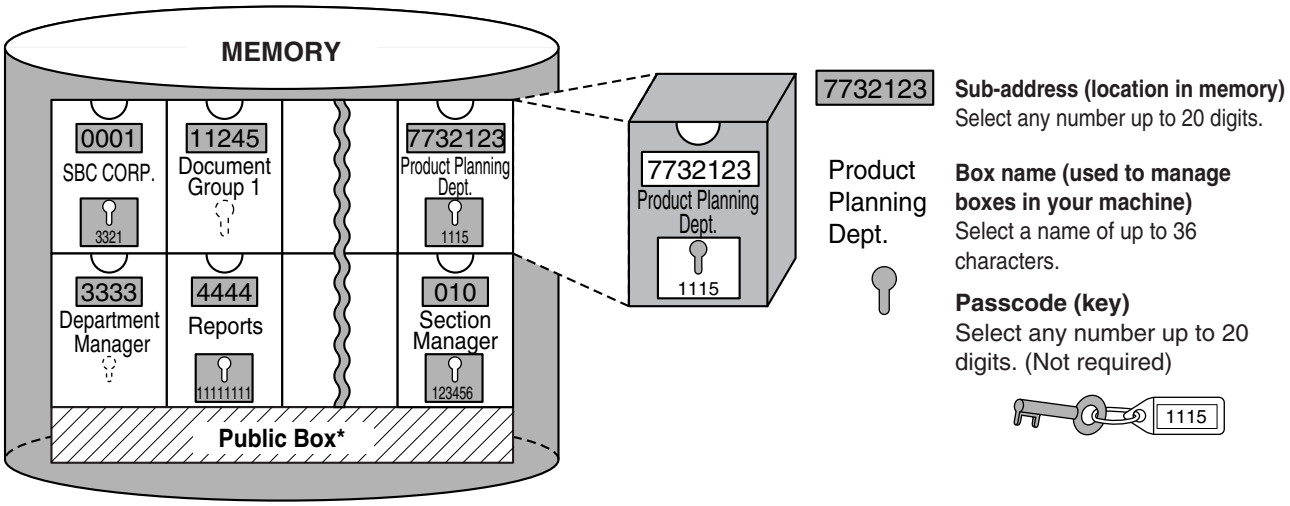
COMMUNICATION BETWEEN MACHINES SUPPORTING F-CODES

This machine supports the **"F-code"** standard as established by the ITU-T*.
Operations such as relay broadcast transmission and confidential transmission previously could only be performed with another Sharp fax machine; however, F-Code communication makes it possible to perform these operations with fax machines of other manufacturers that support F-Code communication.
Before using the functions explained in this chapter, make sure that the other fax machine supports F-Code communication and has the same functions as your machine. (Note that the other machine may use different names for some functions.)

* The ITU-T is a United Nations organization that establishes communications standards. It is a department of the International Telecommunication Union (ITU), which coordinates global telecommunications networks and services.

BOXES AND SUB-ADDRESSES/PASSCODES REQUIRED FOR F-CODE TRANSMISSION

"Boxes" can be created in the memory of fax machines that support F-Code communication. These boxes are used to store faxes received from other machines and documents to be transmitted when a polling request is received. Up to 30 boxes can be created for a variety of purposes, and a name can be assigned to each box. A **"sub-address"** that indicates the box's location in memory must be programmed, and if desired, **a passcode** can also be programmed to control access to the box. (A sub-address must be programmed, however, a passcode can be omitted.)



*The public box is used for normal memory polling. (See "USING POLLING MEMORY" on page 41.)

When communication occurs involving a box, the communication will only take place if the sub-address and passcode that the other machine sends match the sub-address and passcode programmed in your machine for that box. Therefore, to allow communication, you must inform the other party of the sub-address and passcode of the box. Likewise, to send a fax to a box in another machine or use polling to retrieve a document from a box, you must know the sub-address and passcode of that box. (Note that assigning names simply makes it easier to manage boxes; you do not need to inform the other party of a box name.) However, you must inform the other party of the sub-address and passcode for a box.
This machine uses the term "sub-address" for the location of the memory box and the term "passcode" for the password that allows communication; however, other fax machines of other manufacturers may use different terms. When asking the other party for a sub-address and passcode, you may find it useful to refer to the 3-character alphabetical terminology used by the ITU-T.

Your machine	ITU-T		
	F-code polling memory box	F-code confidential box	F-code relay broadcast function
Sub-address	SEP	SUB	SUB
Passcode	PWD	SID	SID

CREATING A BOX FOR F-CODE TRANSMISSION

F-code operations that use boxes include F-code polling memory (page 52), F-code confidential transmission (page 57), and F-code relay broadcast transmission (page 60).
A box is created by programming a name for the box, and up to 10 boxes for each operation type can be created.
The information programmed in each box varies slightly depending on the type of operation. For information on programming, editing, and deleting boxes, see "PROGRAMMING, EDITING, AND DELETING F-CODE MEMORY BOXES" on page 76.
After you have programmed a box, inform the other party of the box's sub-address and passcode.

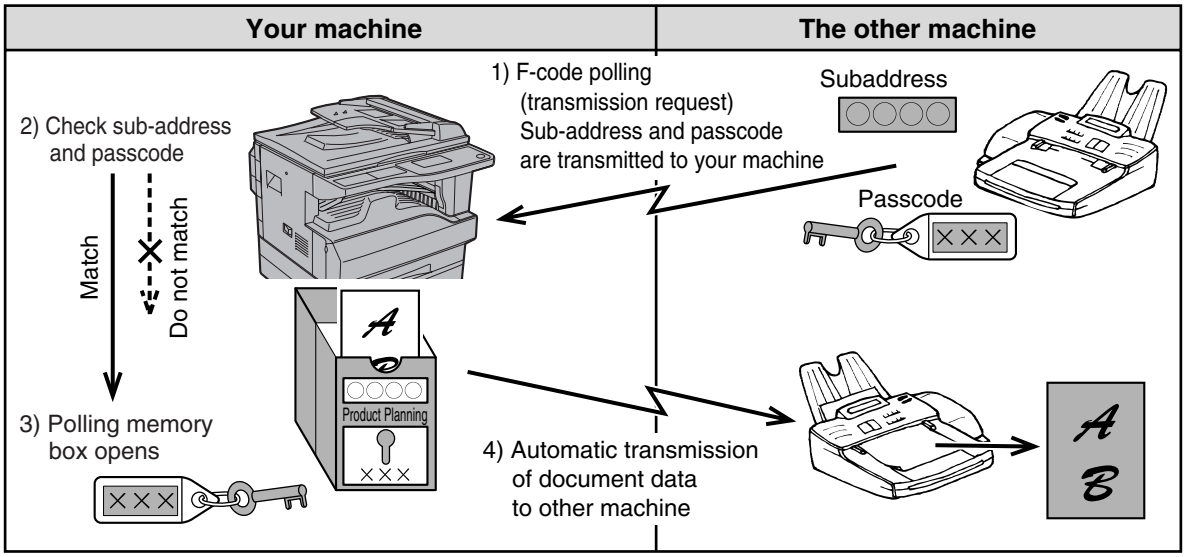
Note

If you attempt to create a box when 10 boxes have already been created for that operation type, a message will appear and you will not be able to create the box. Delete any unused boxes and then create the new box. (See "PROGRAMMING, EDITING, AND DELETING F-CODE MEMORY BOXES" on page 76.)

F-CODE POLLING MEMORY

F-code polling memory allows one fax machine to call another fax machine and initiate reception of a document that has been scanned into the other machine's F-code polling memory box. Calling another machine and initiating reception is called F-code polling, and scanning a document into a memory box for another machine to retrieve by polling is called F-code polling memory. This function is approximately the same as regular polling (page 38); however, it uses an F-code polling memory box and is always protected by means of the sub-address and passcode.

HOW F-CODE POLLING MEMORY WORKS



F-code polling (page 55) is when your machine calls another machine and retrieves a document that was scanned into the polling memory box of that machine (the reverse of the above diagram).

Note

- To perform polling or polling memory transmission without using an F-code, see page 38.
- To create an F-code polling memory box, see "PROGRAMMING F-CODE PUBLIC (POLLING MEMORY) BOXES" (page 79) and "Scanning a document into polling memory (the Public Box)" (page 41).
- Unlike regular polling, the other machine's fax number is not used as a passcode for F-code polling memory. The sub-address and passcode of the polling memory box are always used for polling security.
- The receiving machine bears the expense (phone charges) of the transmission.

USING F-CODE POLLING MEMORY

In order for another machine to retrieve a document from your machine, you must first scan the document into the F-code polling memory box.
You can check the document in the memory polling box by printing it out.
(See "Checking and clearing document data in a box" on page 54.)

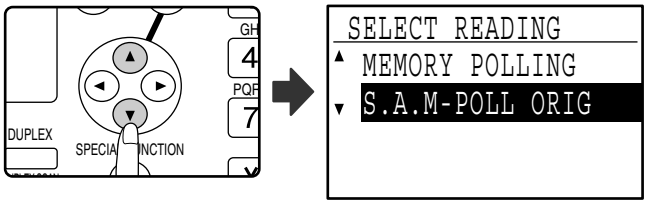
Note When using F-code polling memory, do not set the reception mode to manual reception.

Scanning a document into an F-code polling memory box

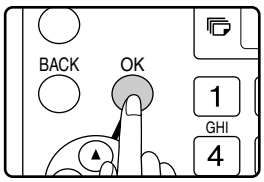
The procedure for scanning a document into an F-code polling memory box (page 79) is in general the same as "Scanning a document into polling memory (the Public Box)" on page 41.

1 Perform steps 1 through 4 of "Scanning a document into polling memory (the Public Box)" (page 41).

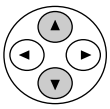
2 Select "S.A.M-POLL ORIG" with the [▼] or [▲] key.

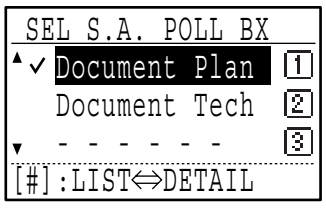


3 Press the [OK] key.



4 Select the name of the polling memory box with the [▼] or [▲] key.





If not all letters of the programmed name appear, press the [#] key to display all letters. Press the [#] key again to return to the previous display.

About the steps that follow

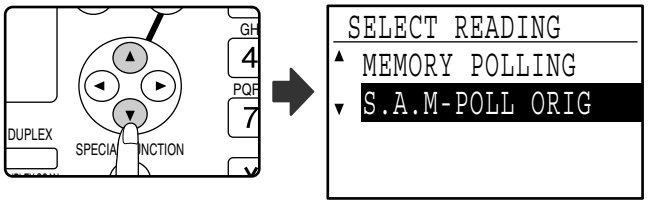
See steps 6 through 10 in "Scanning a document into polling memory (the Public Box)" (pages 41 to 42). Where "public box" (page 41) appears in the procedure, substitute "F-code polling memory box".

Checking and clearing document data in a box

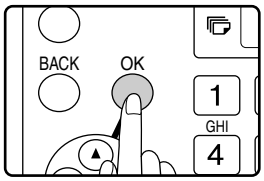
The procedures for checking document data in an F-code polling memory box by printing the data and for clearing the data are generally the same as in "Printing documents in the Public Box" (page 42) and "Deleting documents from the Public Box" (page 43).

1 Perform steps 2 through 4 of "Scanning a document into polling memory (the Public Box)" on page 41.

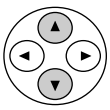
2 Select "S.A.M-POLL ORIG" with the [▼] or [▲] key.

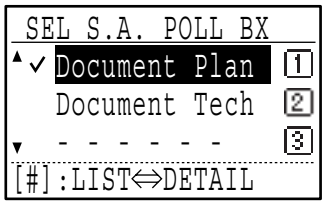


3 Press the [OK] key.



4 Select the name of the F-code memory polling box with the [▼] or [▲] key.

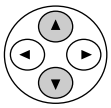


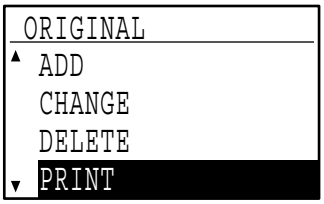


A checkmark appears next to the box name of boxes that have document data.
If not all letters of the programmed name appear, press the [#] key to display all letters. Press the [#] key again to return to the previous display.

5 Press the [OK] key.

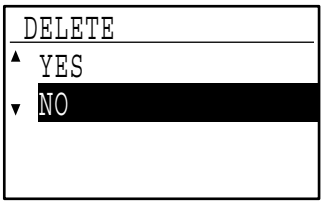
6 Select "PRINT" or "DELETE" with the [▼] or [▲] key.





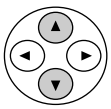
If you selected "PRINT", press the [OK] key to begin printing.
If you selected "DELETE", go to step 7.

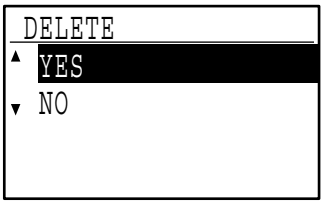
7 Press the [OK] key.



A screen appears asking you to confirm the deletion.

8 Select "YES" with the [▼] or [▲] key.





To cancel the deletion, select "NO".

9 Press the [OK] key.

The documents are deleted from the F-code polling memory box.

Note Deletion is not possible while the box is being used.

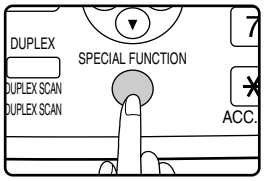
PROCEDURE FOR F-CODE POLLING

Make sure that a document has not been placed in the document feeder tray or on the document glass, and then follow the steps below.

Note

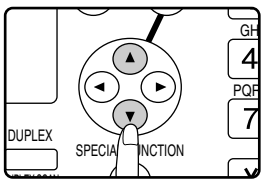
- You must know the sub-address (SEP) and passcode (PWD) of the other machine's F-code polling memory box.
- Serial polling (selecting multiple fax machines to be polled using a group key, Rapid keys, and Speed Dial numbers) is not possible when using F-code polling.

1 In Fax mode, press the [SPECIAL FUNCTION] key.



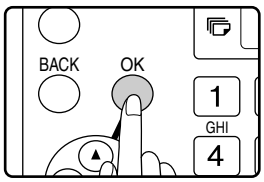
When the [SPECIAL FUNCTION] key is pressed, the special function selection screen appears.
(To select fax mode, see step 1 on page 20.)

2 Select "POLLING/SUB ADD" with the [▼] or [▲] key.

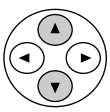


```
SPECIAL FUNCTION
▲ FAX PRINT HOLD
  TIMER MODE
▼ POLLING/SUB ADD
```

3 Press the [OK] key.



4 Select "SUB ADD POLLING" with the [▼] or [▲] key.

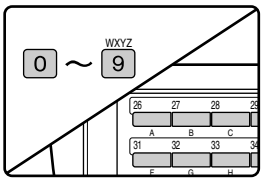


```
POLLING/SUB ADD
▲ SERIAL POLLING
  SUB ADDRESS TX
▼ SUB ADD POLLING
```

5 Press the [OK] key.

OK

6 Enter the fax number of the other machine with the numeric keys, or press a Rapid key, or dial a Speed Dial number (a group key cannot be used).



To clear a mistake when entering a number with the numeric keys, press the [C] key to clear one digit at a time.

A destination selected with a Rapid key or Speed Dial number is indicated by an icon and a number. To clear an entry, press the [C] key.

7 Press the [OK] key.

OK

8 Enter the sub-address (up to 20 digits) with the numeric keys.

WXYZ
0 ~ 9

- Characters that can be entered are numbers, "#", and spaces. However, the initial character cannot be a space.
- If you make a mistake, press the [C] key and re-enter the correct digit(s).
- If you specified a Rapid key or Speed Dial number in step 6 that has a sub-address programmed, the sub-address will appear. Go to the next step without entering a sub-address.

9 Press the [OK] key.

OK

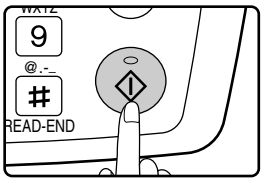
10 Enter a passcode (maximum 20 digits) with the numeric keys.

0 ～ WXYZ 9

- Characters that can be entered are numbers, "#", and spaces. However, the initial character cannot be a space.
- If you make a mistake, press the [C] key and re-enter the correct digit(s).
- If the other machine has not programmed a passcode, omit the passcode and go to the next step.
- If you specified a Rapid key or Speed Dial number in step 6 that has a passcode programmed, the passcode will appear. Go to the next step without entering the passcode.

11 Press the [OK] key.

12 Press the [START] key ( ).



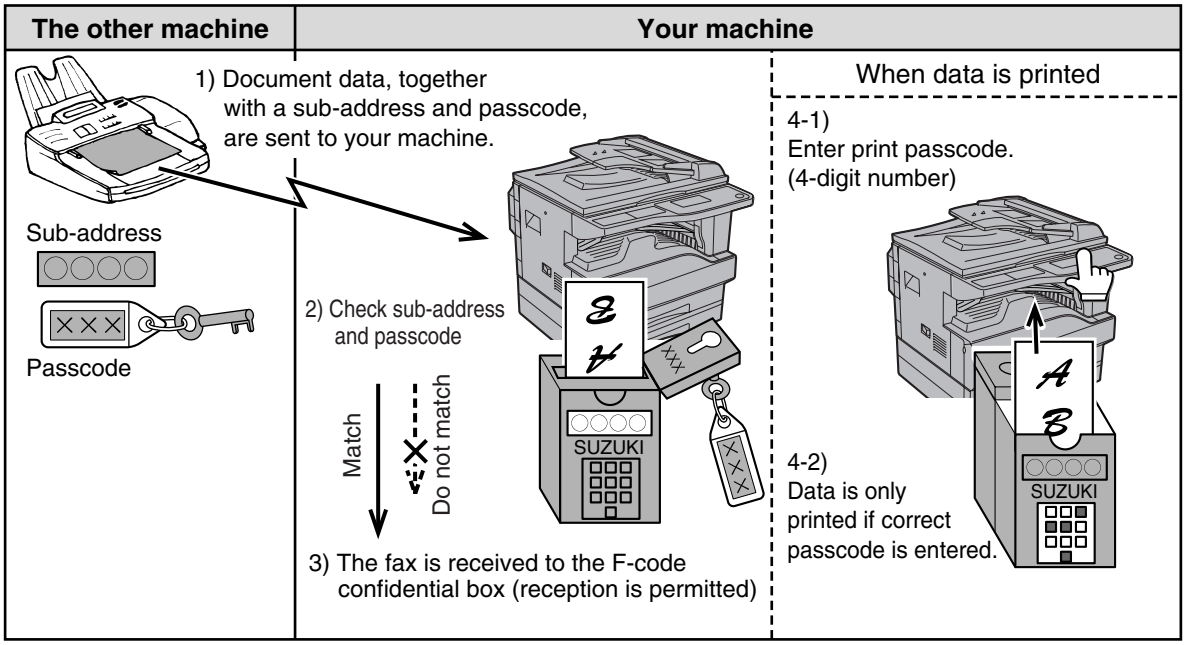
After communicating with the other machine, your machine will print the received document.

Note

- **To cancel the operation**
  During communication: Cancel as explained in "Canceling a fax transmission" on page 28.
  While the job is stored: Cancel as explained in "Canceling a stored transmission job" on page 29.
- Only one F-code polling operation with a timer setting (page 36) can be stored.

F-CODE CONFIDENTIAL TRANSMISSION

F-Code confidential transmission provides a secure means of faxing confidential documents. The sub-address and passcode programmed in the box restrict the recipients of the fax, and once received in the box, the fax can only be printed by someone who knows the print passcode.
This function is convenient when sending important documents that you only want a specific person to see, or when multiple departments share a single fax machine.



As the above diagram shows, receiving faxes to the machine's F-code confidential memory box is called F-code confidential reception, and sending faxes to another machine's F-code confidential memory box is called F-code confidential transmission.

Note

- This machine does not support Sharp's previous confidential transmission function, which uses the programmed sender's fax number and ID code.
- See pages 76 through 80 for the procedures for creating, editing, and deleting F-code confidential memory boxes.
- Take care not to forget the print passcode that is programmed in the F-code confidential box. If you forget the passcode, consult your Sharp dealer.

F-CODE TRANSMISSION (F-CODE CONFIDENTIAL TRANSMISSION)

To perform F-code confidential transmission, you must enter the sub-address (SUB) and passcode (SID) after the fax number of the receiving machine. (Omit the passcode if the other machine does not use a passcode.
To receive a fax sent by F-code confidential transmission (this is called F-code confidential reception), you must inform the sending party of the sub-address (SUB) and passcode (SID) of your confidential box. (Omit the passcode if a passcode is not programmed in the box.)

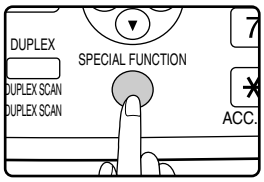
Note

An F-code confidential transmission can be used in combination with the broadcast transmission function (page 34) or the timer transmission function (page 36), and can be stored as a program (page 74).

F-code confidential transmission

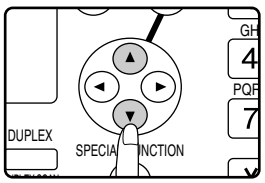
1 **Follow steps 1 to 4 of "BASIC PROCEDURE FOR SENDING FAXES" (page 20) and then follow the steps below.**

2 **Press the [SPECIAL FUNCTION] key.**



When the [SPECIAL FUNCTION] key is pressed, the special function selection screen appears.

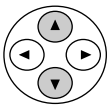
3 **Select "POLLING/SUB ADD" with the [▼] or [▲] key.**




```
SPECIAL FUNCTION
▲ FAX PRINT HOLD
  TIMER MODE
▼ POLLING/SUB ADD
```

4 **Press the [OK] key.**

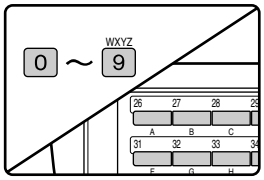
5 **Select "SUB ADDRESS TX" with the [▼] or [▲] key.**



```
POLLING/SUB ADD
▲ SERIAL POLLING
  SUB ADDRESS TX
▼ SUB ADD POLLING
```

6 **Press the [OK] key.**

7 **Enter the fax number of the other machine with the numeric keys, or press a Rapid key, or dial a Speed Dial number (a group key cannot be used).**



To clear a mistake when entering a number with the numeric keys, press the [C] key to clear one digit at a time.

A destination selected with a Rapid key or Speed Dial number is indicated by an icon and a number. To clear an entry, press the [C] key.

8 **Press the [OK] key.**

9 **Enter the sub-address (maximum 20 digits) with the numeric keys.**

0 ~ 9 (WXYZ)

- Characters that can be entered are numbers, "#", and spaces. However, the initial character cannot be a space.
- If you make a mistake, press the [C] key and re-enter the correct digit(s).
- If you specified a Rapid key or Speed Dial number in step 7 that has a sub-address programmed, the sub-address will appear. Go to the next step without entering a sub-address.

10 **Press the [OK] key.**

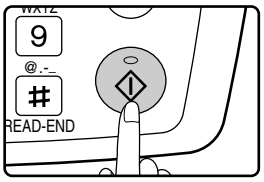
11 **Enter the passcode (maximum 20 digits) with the numeric keys.**

0 ~ 9 (WXYZ)

- Characters that can be entered are numbers, "#", and spaces. However, the initial character cannot be a space.
- If you make a mistake, press the [C] key and re-enter the correct digit(s).
- If you specified a Rapid key or Speed Dial number in step 7 that has a passcode programmed, the passcode will appear. Go to the next step without entering the passcode.

12 **Press the [OK] key.**

13 **Press the [START] key (◇).**



- Scanning begins.
- If you are scanning from the document glass and have another page to scan, change pages and press the [START] key (◇). Repeat until all pages have been scanned and then press the # key.

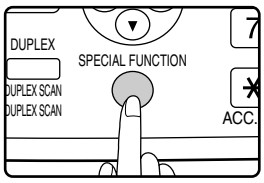
PRINTING A DOCUMENT RECEIVED TO AN F-CODE CONFIDENTIAL MEMORY BOX

Faxes received in an F-code confidential memory box are printed out by entering the 4-digit print passcode (0000 to 9999) that was programmed when the box was created.

Note

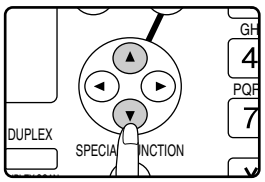
- Make sure that a Transaction Report is set to print out in the key operator programs so that you will be informed when a confidential document is received. (See "PRINT SELECTION (CONF. RECEPTION)" in "LIST SETTING" on page 97.)
- Faxes received to an F-code confidential memory box are automatically cleared after printing.
- When a new fax is received to an F-code confidential box while a previously received fax is still stored in the box, the new fax is appended after the previous fax.

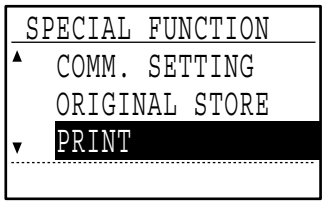
1 In fax mode, press the [SPECIAL FUNCTION] key.



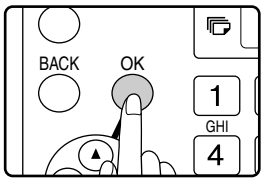
When the [SPECIAL FUNCTION] key is pressed, the special function selection screen appears.
(To select fax mode, see step 1 on page 20.)

2 Select "PRINT" with the [▼] or [▲] key.

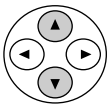


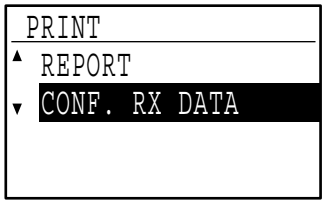


3 Press the [OK] key.



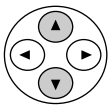
4 Select "CONF. RX DATA" with the [▼] or [▲] key.

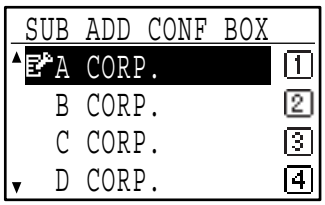




5 Press the [OK] key.

6 Select the name of the F-code confidential box with the [▼] or [▲] key.



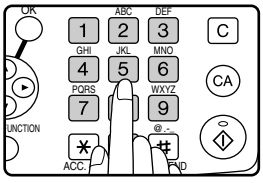


An icon (🖹) appears next to each box that is holding a received fax.

7 Press the [OK] key.

If no faxes have been received to the F-code confidential box, "No confidential receiving data." will appear briefly.

8 Enter the 4-digit passcode with the numeric keys.

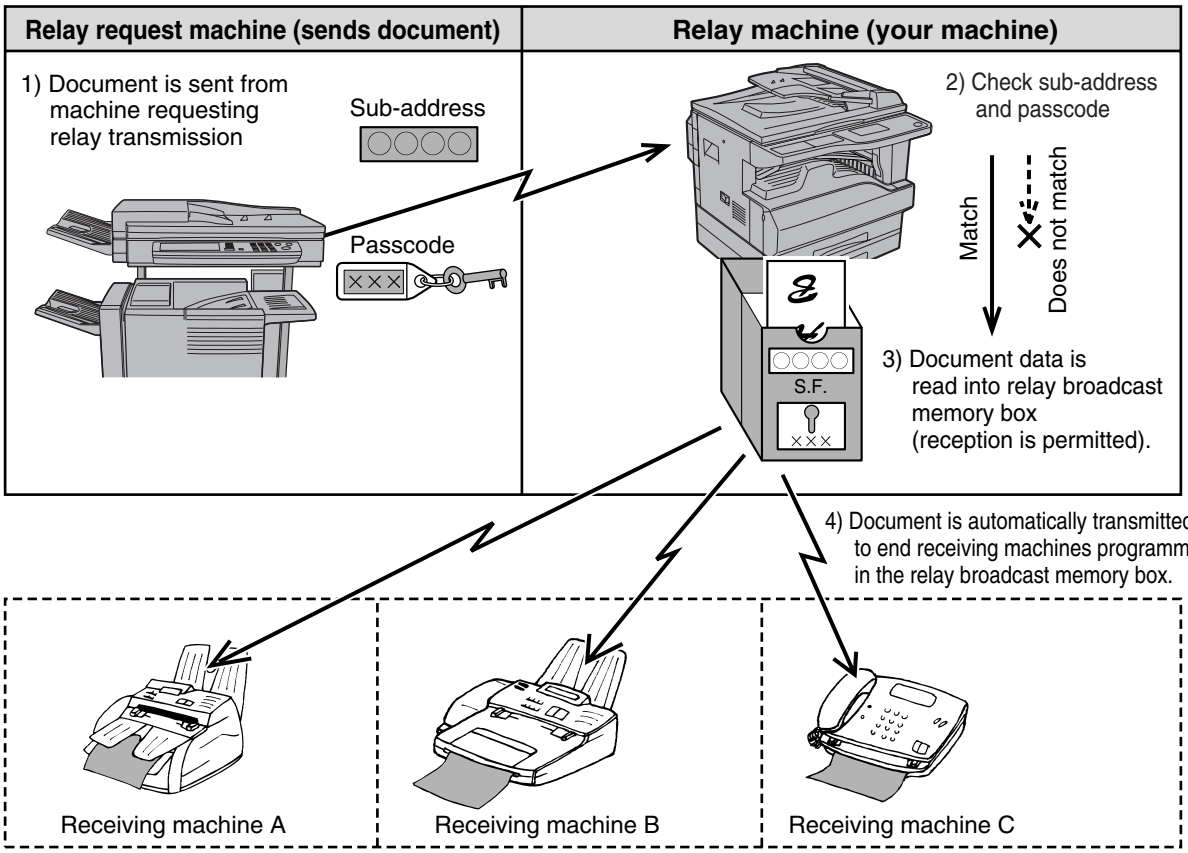


- If you make a mistake, press the [C] key and re-enter the correct digit(s).
- When the 4-digit passcode is correctly entered, printing begins.

Note If received faxes remain in an F-code confidential memory box, the box cannot be deleted.

F-CODE RELAY BROADCAST TRANSMISSION

The F-Code relay broadcast function allows the machine to act as a relay machine for a broadcast transmission. The end receiving machines are stored in the machine's F-Code relay memory box, and when the machine receives a relay request from another F-Code machine, it will relay the fax to all of the stored end receiving machines.
The relay machine and the originating machine that requests the relay transmission must both support F-codes; however, the end receiving machines programmed in the F-code relay broadcast memory box do not need to support F-codes.


Relay request machine (sends document)
Relay machine (your machine)
1) Document is sent from machine requesting relay transmission
Sub-address
Passcode
2) Check sub-address and passcode
Match
Does not match
S.F.
3) Document data is read into relay broadcast memory box (reception is permitted).
4) Document is automatically transmitted to end receiving machines programmed in the relay broadcast memory box.
Receiving machine A
Receiving machine B
Receiving machine C

The machine that originally sends the document is called the relay request machine, and the machine that has a memory box containing the end receiving machines and which relays the received document to those machines is called the relay machine.
The relay machine also prints the document sent by the relay request machine.

For example, corporate headquarters in Seattle wants to send the same document to branch offices in San Francisco, Oakland, Berkeley, and San Jose. If the San Francisco office creates a relay broadcast memory box and programs the Oakland, Berkeley, and San Jose offices as end receiving destinations, the overall phone charges will be lower than if the Seattle office uses the regular broadcast transmission function (page 34). If used together with a timer setting (page 36) to take advantage of off-peak rates, the cost of transmission can be further reduced.

Transmission by the relay machine is called "F-code relay broadcast transmission", and transmission from the relay request machine to the relay machine is called "relay request transmission".

Note

- This machine does not support Sharp's previous relay broadcast function, which uses the programmed sender's number and relay ID code.
- Up to 10 F-code relay groups (boxes) can be programmed. A name (up to 36 characters long) and the end receiving machines are programmed in each box. A combined total of 120 end receiving machines can be programmed in all F-code relay groups (boxes). (If 120 end receiving machines are programmed in one F-code relay group, no end receiving machines can be programmed in other F-code relay groups.)
- End receiving machines can be stored using the numeric keys, Rapid keys, Speed Dial numbers, and group keys. Auto-dial destinations that already have a sub-address and passcode programmed cannot be used.
- Only one relay group can be specified when making a relay request. Multiple relay groups cannot be simultaneously selected.
- To create an F-code relay group (box) and store, edit, and delete end receiving machines, see pages 76, 78 and 81. When creating a box, a passcode (SID) can be omitted.
- The relay request machine only bears the expense of sending the document to the relay machine. The relay machine bears the expense of sending the document to each of the end receiving machines.

USING THE F-CODE RELAY BROADCAST FUNCTION (your machine is the relay machine)

When a document is received from a relay request machine, the F-code relay broadcast function transmits the document to the end receiving machines using a memory box only if the sub-address and passcode sent by the relay request machine are correct.

To create, edit, or delete an F-code relay group (box), see pages 76, 78 and 81.

A document received from a relay request machine is initially stored in the box of your machine. Your machine (the relay machine) also prints the document, thus the document is first stored as a print job and then as transmission jobs to each of the programmed end receiving machines. The document data is automatically cleared after transmission to all end receiving machines is completed.

Transmission to the end receiving machines cannot be stopped or canceled.

USING THE F-CODE RELAY REQUEST FUNCTION (your machine requests a relay broadcast)

Ask the operator of the other F-code machine (the relay machine) to create an F-code relay group (box) that contains the end receiving machines to which you wish to send a fax, and ask for the sub-address (SUB) and passcode (SID) of that box.

When you dial the relay machine to send the fax, enter the sub-address and passcode after the fax number. The fax will be stored in the relay machine's memory box, and the relay machine will call each of the programmed end receiving machines and relay the fax to those machines. (If a passcode (SID) is not programmed in the box , enter only the sub-address when dialing.)

To dial the relay machine, use the same procedure as in "F-CODE TRANSMISSION (F-CODE CONFIDENTIAL TRANSMISSION)" (page 57).

5 CONVENIENT METHODS OF USE

This chapter explains convenient functions that can be used when sending a fax, connecting an extension phone, and other features that expand the scope of use of the fax machine. Please read those sections that are of interest to you.

CONNECTING AN EXTENSION PHONE

You can connect a telephone to the machine and use it as an extension phone to make and receive calls like any normal phone. Fax reception can also be activated from an extension phone connected to the machine. (Remote operation)

Note If you connect a combination telephone/answering machine to the machine, you will not be able to use the answering machine function.

USING AN EXTENSION PHONE

Using an extension phone for voice calls

An extension phone connected to the machine can be used to place and receive voice calls just like a normal phone.

Note
- If the fax reception mode is set to auto reception, you must lift the phone to answer a call before the machine automatically begins reception. The machine is initially set to answer calls on two rings. The number of rings can be changed to any number from 0 to 9 in the key operator programs. (See "#OF RINGS AT. RX" on page 106.)
- If you cannot hear a dial tone when you pick up the extension phone, the machine is sending or receiving a fax. Replace the phone.

Activating fax transmission

Place the original on document glass or in the SPF, adjust the original size, resolution, and exposure settings as needed, and then follow the steps below.

1 Lift the extension phone and call the receiving party.

2 Press the [START] key ( ).

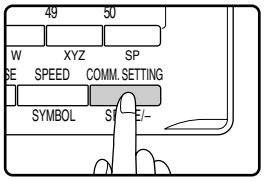
3 Select "TX" with the [▼] or [▲] key and then press the [OK] key.

4 Replace the phone.

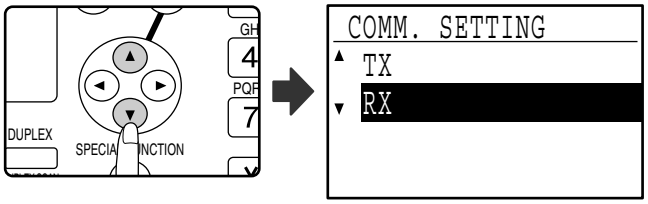
SETTING THE RECEPTION MODE

The machine normally receives faxes automatically after ringing; however, when an extension phone is connected, you can set the reception mode to MANUAL. This will allow you to talk to the other party first and then receive a fax. This is convenient when you only have one telephone line and receive more voice calls than faxes. You must answer all calls on the extension phone, and activate fax reception after you verify that a call is a fax transmission.

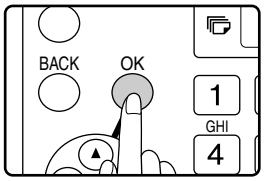
1 Press the [COMM. SETTING] key in the initial state of Fax mode.



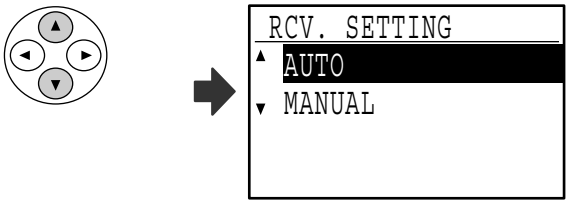
2 Select "RX" with the [▼] or [▲] key.



3 Press the [OK] key.



4 Select "AUTO" or "MANUAL" with the [▼] or [▲] key.



5 Press the [OK] key.

Activating fax reception from an extension phone (remote reception)

After receiving a call on the extension phone, you can activate fax reception from the extension phone. This is called "remote reception". After speaking, or when you hear a fax tone through the extension phone, perform the following procedure with the extension phone still lifted. (If you made the call, remote reception will not be possible.)

Note The following procedure is not possible if you are on a pulse dial line and your extension phone cannot produce tone signals. To find out whether your extension phone can produce tone signals, refer to the manual for your extension phone.

1 If you are on a pulse dial line, set your phone to issue tone signals.

Refer to your phone's manual to set the phone to issue tone signals.
If your phone is already set to issue tone signals, proceed to the next step.

2 Press the 5 key once and the * key twice on the extension phone.

Fax reception is activated.

3 Replace the extension phone.

Note The one-digit number that is used to activate fax reception from an extension phone (initially set to "5") is called the "remote reception number". You can change this number to any number from 0 to 9 in the key operator programs. (See "REMOTE RECEPTION" on page 100.)

6 PROGRAMMING

This chapter explains the procedures for programming auto dial keys (Rapid keys, Speed Dial numbers, and group keys), programs, and F-code operations, and how to print out lists of programmed information.

PROGRAMMING

Auto dial numbers (Rapid keys, Speed Dial numbers, and group keys), programs, and F-code operations are stored and edited at the operation panel of the machine. This chapter explains how to use the operation panel for these procedures.

STORING, EDITING, AND DELETING AUTO DIAL NUMBERS AND PROGRAMS

This section explains the procedures for storing, editing, and deleting auto-dial numbers (Rapid keys, Speed Dial numbers, and group keys) and programs, which simplify the transmission procedure. To use Rapid keys, Speed Dial numbers, and group keys, see "TRANSMISSION BY AUTO-DIALING (RAPID DIALING AND GROUP DIALING)" on page 22. To use a program, see "USING A PROGRAM" on page 47.
A combined total of 50 Rapid keys and group keys can be stored, 300 Speed Dial numbers, and 9 programs can be stored. If you attempt to store more than this, a warning message will appear. In this case, delete any auto-dial numbers or programs that are no longer needed (see page 71 to delete Rapid keys and Speed Dial numbers, page 73 to delete group keys, and page 75 to delete programs), and then store the new auto-dial number or program.

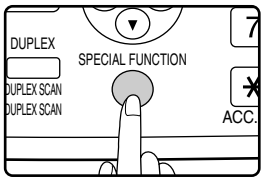
Note To cancel a storing, editing, or deleting operation, press the [CA] key. You will return to the base screen.

STORING, EDITING, AND DELETING AUTO-DIAL NUMBERS (RAPID KEYS, SPEED DIAL NUMBERS, AND GROUP KEYS)

Auto dial numbers are stored in the auto dial storing screen. Follow the steps below to display the auto dial storing screen, and then store an auto dial number.

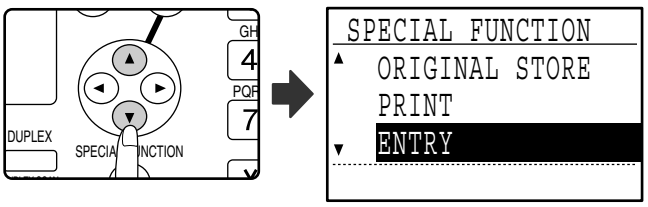
1 In Fax mode, press the [SPECIAL FUNCTION] key.

Begin the following procedure from the base screen of Fax mode.

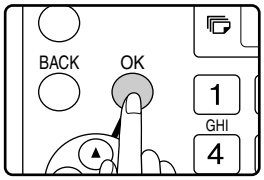


When the [SPECIAL FUNCTION] key is pressed, the function selection menu appears.
(To select fax mode, see step 1 on page 20.)

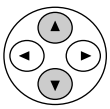
2 Select "ENTRY" with the [▼] or [▲] key.



3 Press the [OK] key.



4 Select "DIAL" with the [▼] or [▲] key.



```
ENTRY
▲ DIAL
  PROGRAM
▼ SUB ADD SETTING
```

5 Press the [OK] key.

6 Select "RAPID/SPEED", "GROUP", or "CHANGE/DELETE" with the [▼] or [▲] key.

- To store an Rapid key or Speed Dial number, select "RAPID/SPEED" and press the [OK] key. Next, follow the steps in "Storing a Rapid keys and Speed Dial numbers" at right.

```
DIAL
▲ RAPID/SPEED
  GROUP
▼ CHANGE/DELETE
```

- To store a group key, select "GROUP" and press the [OK] key. Next, follow the steps in "Storing a group key" on page 69.

```
DIAL
▲ RAPID/SPEED
  GROUP
▼ CHANGE/DELETE
```

- To edit or delete a Rapid key, Speed Dial number, or group key, select "CHANGE/DELETE" and press the [OK] key. Next, follow the steps in "Editing and deleting auto-dial numbers" on page 70.

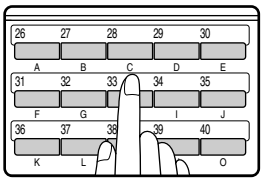
```
DIAL
▲ RAPID/SPEED
  GROUP
▼ CHANGE/DELETE
```

[Storing Rapid keys and Speed Dial numbers]

To store a Rapid key or Speed Dial number, follow steps 1 through 6 on pages 64 to 65 and then follow the steps below.

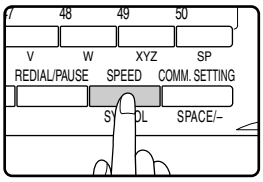
7 Press a Rapid key ([01] to [50]) or press the [SPEED] key.

- If you are storing a Rapid key, press the Rapid key that you wish to use ([01] to [50]).



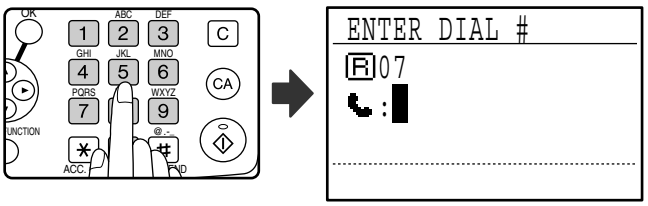
If you press a Rapid key that has already been programmed, a warning message will appear.

- If you are storing a Speed Dial number, press the [SPEED] key and then enter the desired Speed Dial number (000 to 299) with the numeric keys.



8 Enter the fax number of the destination with the numeric keys.

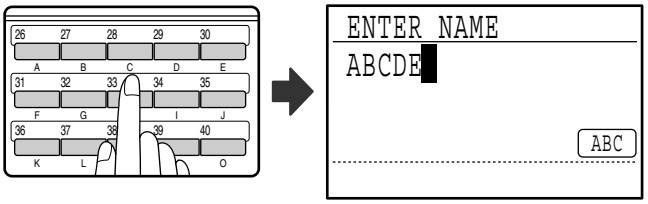
Example of a Rapid key



Up to 50 digits can be entered for the fax number. If you need to insert a pause between any of the digits, press the [REDIAL/PAUSE] key. The pause appears as a hyphen (-). To set the duration of the pause, see "PAUSE TIME" (page 98).

9 Press the [OK] key.

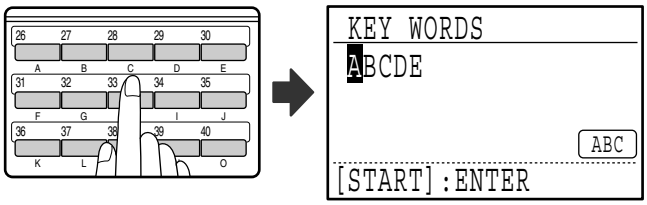
10 Enter the name of the destination (see "ENTERING CHARACTERS" on page 84.



Up to 36 characters can be entered for the name. If you press the [OK] key without entering a name, go directly to step 13. In this case, a destination name will be assigned automatically.

11 Press the [OK] key.

12 Enter search characters (see "ENTERING CHARACTERS" on page 84).



Up to 10 search characters can be entered.
Only "Uppercase" characters should be used in "KEY WORD" to arrange the addresses in alphabetical order.
The search characters function as a keyword if you need to search for the destination when sending a fax. (Page 23)

13 To finish the storing procedure, press the [START] key (◇). If you wish to program an option such as an F-code, chain dialing, transmission speed, or international transmission mode, press the [OK] key.

- If you pressed the [START] key (◇), you will return to step 7. If you wish to store another Rapid key or Speed Dial number, repeat steps 7 to 13. If you have finished storing auto-dial numbers, press the [BACK] key.
- If you pressed the [OK] key, go to the appropriate page for the option that you wish to program.

To program F-code settings, see "F-code settings" which follows.
To select "CHAIN DIALING", go to "Chain Dialing" on page 67.
To set the "TRANSMISSION SPEED", go to "Transmission speed setting" on page 68.
To set the "INTERNATIONAL TRANSMISSION MODE", go to "International transmission mode setting" on page 68.

Note

About the setting options

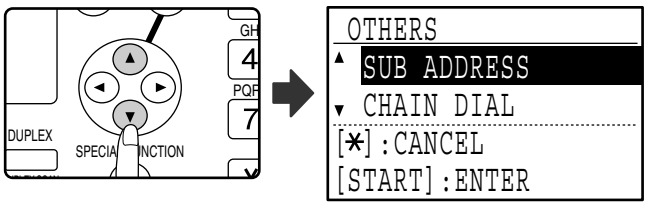
When storing and editing Rapid keys and Speed Dial numbers, you can also select the setting options below.
Chain dialing cannot be combined with any of the other setting options.
When you select a setting option, a checkmark appears in the setting option screen.

- F-code. . . . . A sub-address and passcode can be stored for F-code communication. (See below.)
- Chain Dialing. . . . . You can enable or disable Chain Dialing for a Rapid key or Speed Dial number. (Page 67)
- Transmission speed . . . . . You can set the transmission speed to 33,600 bps (maximum speed), 14,400 bps (high speed), 9600 bps (middle speed), or 4800 bps (low speed). The initial setting is 33,600 bps (maximum speed). (Page 68)
- International transmission mode . . . The international transmission mode can be set to "OFF" or one of modes 1 to 3. The initial setting is "OFF". (Page 68)

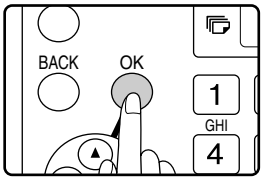
[F-code settings]

To program F-code settings, complete steps 1 through 13 on pages 64 to 66 and then follow the steps below.

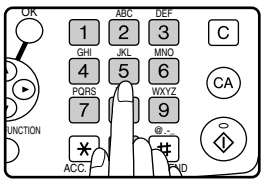
1 Select "SUB ADDRESS" with the [▼] or [▲] key.

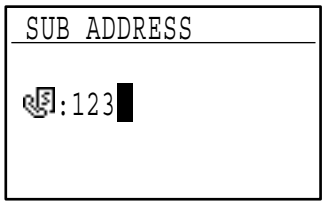


2 Press the [OK] key.



3 Enter a sub-address (maximum 20 digits) with the numeric keys.



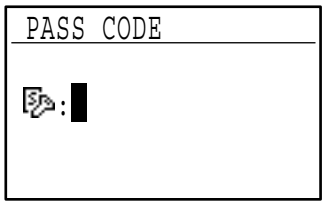


Characters that can be entered are numbers, "✱", "#", and spaces. If you make a mistake, press [C] key and then re-enter the correct number.

When this step is referred to in the following procedures, "✱", "#", and spaces cannot be entered.
- PROGRAMMING AN F-CODE CONFIDENTIAL BOX (step 11 on page 77)
- Editing an F-code confidential box (step 17 on page 80)
- PROGRAMMING AN F-CODE RELAY GROUP (step 11 on page 78)
- Editing an F-code relay group (step 15 on page 81)
- PROGRAMMING F-CODE PUBLIC (POLLING MEMORY) BOXES (step 11 on page 79)
- Editing an F-code public box (step 15 on page 82)

4 Press the [OK] key.

5 Enter a passcode (maximum 20 digits) with the numeric keys.



- Characters that can be entered are numbers, "✱", "#", and spaces. If you make a mistake, press [C] key and then re-enter the correct number.
- If desired, you can omit the passcode.

When this step is referred to in the following procedures, spaces cannot be entered.
- PROGRAMMING AN F-CODE CONFIDENTIAL BOX (step 12 on page 77)
- Editing an F-code confidential box (step 18 on page 80)
- PROGRAMMING AN F-CODE RELAY GROUP (step 12 on page 78)
- Editing an F-code relay group (step 15 on page 81)
- PROGRAMMING F-CODE PUBLIC (POLLING MEMORY) BOXES (step 12 on page 79)
- Editing an F-code public box (step 15 on page 82)

6 Press the [OK] key.

When you press the [OK] key, you return to the option setting screen and a checkmark appears to the left of "F-CODE".
To cancel the F-code setting, press the ✱ key to remove the checkmark.

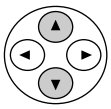
7 Return to step 13 on page 66.

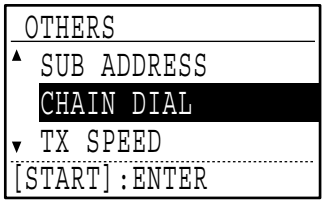
[Chain Dialing]

To set an auto-dial number as a Chain Dial number, complete steps 1 through 13 on pages 64 to 66 and then follow the steps below.

Note When a number is set as a Chain Dial number, the destination fax number entered in step 8 on page 65 can be up to 48 digits long.

1 Select "CHAIN DIAL" with the [▼] or [▲] key.

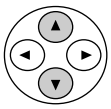


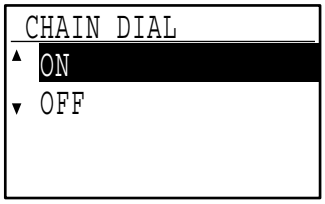


- If checkmark appears to the left of "CHAIN DIAL", it is already selected.
- To exit, press the [START] key (◈).

2 Press the [OK] key.

3 Select "ON" or "OFF" with the [▼] or [▲] key.





If chain dialing was already selected in step 7 and you wish to cancel the selection, select "OFF".

4 Press the [OK] key.

After you select "ON" and press the [OK] key, you will return to the option setting screen and a checkmark will appear to the left of "CHAIN DIAL".
If you pressed the ✱ key, the checkmark will be removed and chain dialing canceled.

5 Return to step 13 on page 66.

6

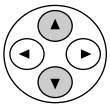
[Transmission speed setting]

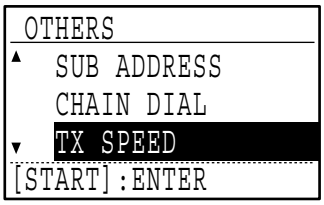
To set the transmission speed, complete steps 1 through 13 on pages 64 to 66 and then follow the steps below.

Note

Set the transmission speed only when you know what speed is most suitable, such as when you are sending a fax to a foreign country and telephone line conditions are bad. If you do not know the line conditions, do not change this setting.

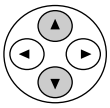
1 Select "TX SPEED" with the [▼] or [▲] key.

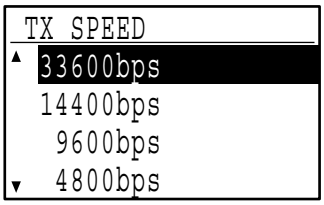




2 Press the [OK] key.

3 Select the desired transmission speed with the [▼] or [▲] key.





4 Press the [OK] key.

Note

If you select a speed other than 33,600 bps (maximum speed), a checkmark will appear next to "TX SPEED" when you return to the option setting screen. This setting is not effective for polling transmission.
To remove the checkmark and return the transmission speed setting to "33,600 bps (maximum speed)", press the ✱ key.

5 Return to step 13 on page 66.

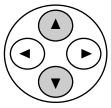
[International transmission mode setting]

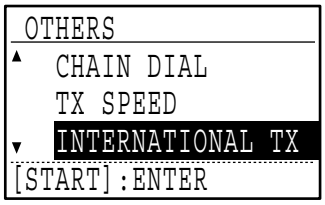
To set the international transmission mode, complete steps 1 through 13 on pages 64 to 66 and then follow the steps below.

Note

- When sending a fax to a foreign country, telephone line conditions can sometimes distort the fax or interrupt the transmission. Selecting the right international transmission mode can help alleviate these problems.
- If errors frequently occur when sending a fax to a foreign country, try each of modes 1 to 3 and select the mode that enables the best transmission.

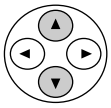
1 Select "INTERNATIONAL TX" with the [▼] or [▲] key.

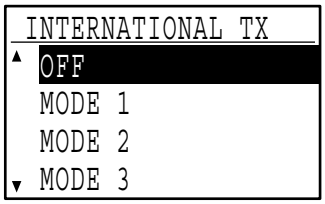




2 Press the [OK] key.

3 Select the desired mode with the [▼] or [▲] key.





4 Press the [OK] key.

Note

If you select a setting other than "OFF", a checkmark will appear next to "INTERNATIONAL TX" when you return to the option setting screen.
To remove the checkmark and return the international transmission mode to "OFF", press the ✱ key.

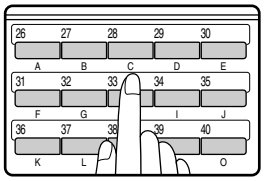
5 Return to step 13 on page 66.

[Storing a group key]

To store a group key, follow steps 1 through 6 on pages 64 to 65 and then follow the steps below.

1 Press a Rapid key ([01] to [50]).

Press the Rapid key ([01] to [50]) that you wish to program as a group key.

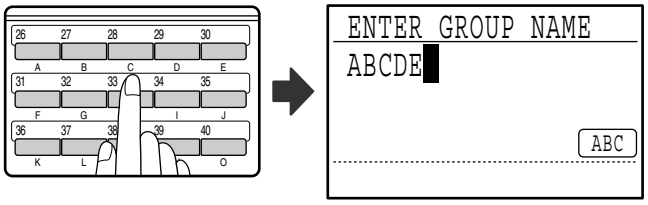


If you press a Rapid key that has already been programmed, a warning message will appear.

Note

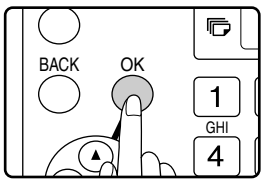
Group key dialing is an automatic dialing function where by multiple destinations (Rapid keys, Speed Dial numbers, and full fax numbers entered with the numeric keys) are programmed into a Rapid key. If you frequently send faxes to the same group of destinations using broadcast transmission, which is used to send the same document to multiple destinations in a single operation (page 34), it is convenient to program those destinations into a group key.

2 Enter a group name (see "ENTERING CHARACTERS" on page 84).

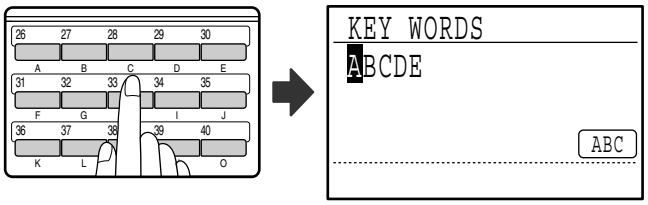


Up to 36 characters can be entered for the name. A group name must be entered.

3 Press the [OK] key.



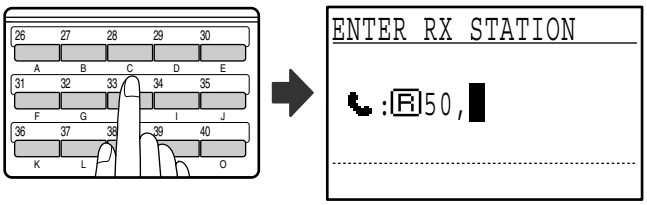
4 Enter search characters (see "ENTERING CHARACTERS" on page 84).



Up to 10 search characters can be entered.
The search characters function as a keyword if you need to search for the destination when sending a fax (page 23).

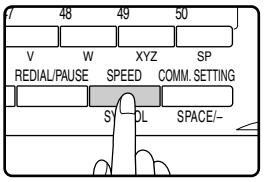
5 Store the destinations using Rapid keys, Speed Dial numbers, and the numeric keys.

- To store a Rapid key, press the Rapid key that you wish to use ([01] to [50]).



If you press an incorrect key, press the [C] key and then press the correct key.

- To store a Speed Dial number, press the [SPEED] key and then enter the desired Speed Dial number (000 to 299) with the numeric keys.



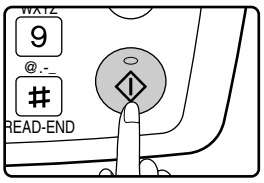
If you press an incorrect key, press the [C] key and then press the correct key.

- You can also enter a destination fax number with the numeric keys. However, in this case, F-code, chain dialing, transmission speed, and international transmission mode options cannot be selected. If you need to select an option for the destination, store the destination in a Rapid key or Speed Dial number and then store the destination in the group key. Up to 50 digits can be entered for the fax number. If you need to insert a pause between any of the digits, press the [REDIAL/PAUSE] key to enter a pause. The pause appears as a hyphen (-). To set the duration of the pause, see "PAUSE TIME" (page 98). When you have finished entering the fax number, press the [OK] key.

6 Repeat step 5 for all of the destinations that you wish to store in the group key.

Up to 150 destinations can be stored in a group key. (However, note that when multiple group keys are programmed, the total number of destinations that can be stored in all group keys is 200.)

7 Press the [START] key (◇).



The group key is stored.

6

[Editing and deleting auto-dial numbers]

To edit or delete an auto-dial number, follow steps 1 through 6 on pages 64 and 65 and then follow the steps below.

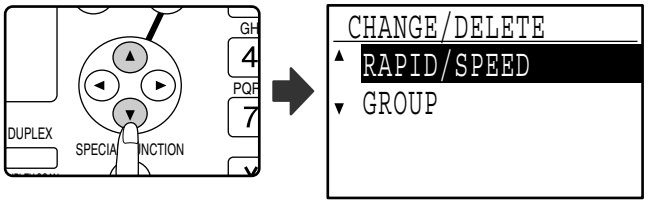
Note

A Rapid key or Speed Dial number cannot be edited or cleared in the following cases:

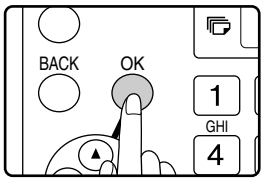
- The Rapid key or Speed Dial number is being used in a transmission in progress or in a stored transmission.
- The Rapid key or Speed Dial number is stored in a group key, program, or F-code relay group.

●Editing a Rapid key or Speed Dial number

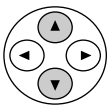
1 Select "RAPID/SPEED" with the [▼] or [▲] key.

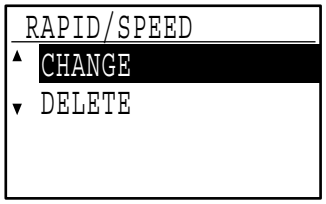


2 Press the [OK] key.



3 Select "CHANGE" with the [▼] or [▲] key.

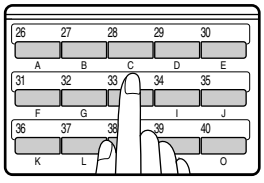




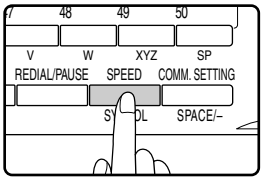
4 Press the [OK] key.

5 Press a Rapid key ([01] to [50]) or the [SPEED] key.

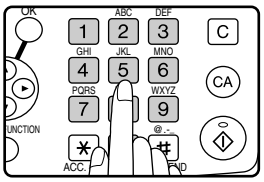
- To edit a Rapid key, press the Rapid key that you wish to edit ([01] to [50]).

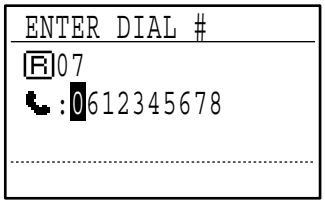


- To edit a Speed Dial number, press the [SPEED] key and then enter the Speed Dial number (000 to 299) that you wish to edit with the numeric keys.



6 Edit the destination fax number with the numeric keys.

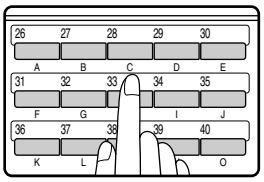


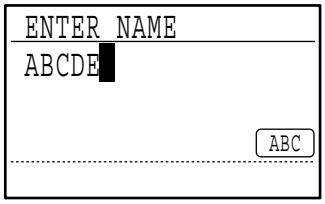


Move the cursor to the digit(s) that you wish to edit with the [◀] or [▶] key, and then enter the correct digit(s) with the numeric keys. To delete a digit, move the cursor to the digit that you wish to delete with the [◀] or [▶] key and then press the [C] key.

7 Press the [OK] key.

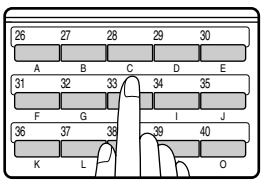
8 Edit the name of the destination (see "ENTERING CHARACTERS" on page 84).

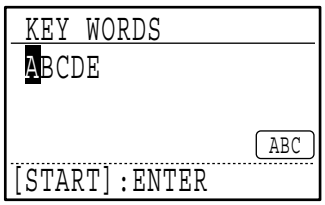




9 Press the [OK] key.

10 Edit the search characters (see "ENTERING CHARACTERS" on page 84).





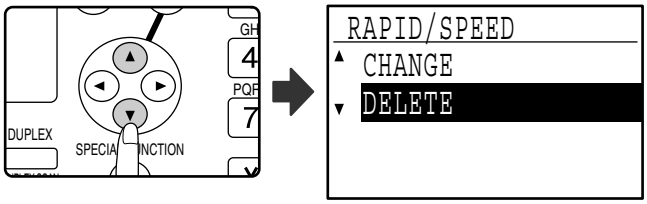
Characters added in step 8 will appear at the end of the previously stored search characters. (Maximum of 10 characters altogether.)

11 To finish the storing procedure, press the [START] key (◈). If you wish to program an option such as F-code, chain dialing, transmission speed, or international transmission mode, press the [OK] key.

- If you pressed the [START] key (◈), go to step 5. If you wish to program another Rapid key or Speed Dial number, repeat steps 5 to 11. To exit, press the [BACK] key. Editing to that point will be completed.
- If you pressed the [OK] key, go to the appropriate page for the option that you wish to edit. To program F-code settings, follow the steps in "F-code settings" on pages 66 and 67. To select "CHAIN DIALING", go to "Chain Dialing" on page 67. To set the "TRANSMISSION SPEED", go to "Transmission speed setting" on page 68. To set the "INTERNATIONAL TRANSMISSION MODE", go to "International transmission mode setting" on page 68.

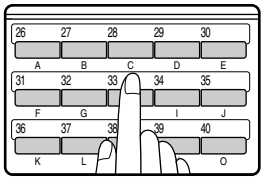
●Deleting a Rapid key or Speed Dial number

1 In step 3 on page 70, select "DELETE" with the [▼] or [▲] key.

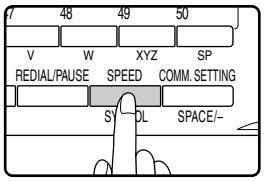


2 Press a Rapid key ([01] to [50]) or the [SPEED] key.

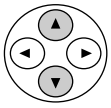
- To delete a Rapid key, press the Rapid key that you wish to delete ([01] to [50]).

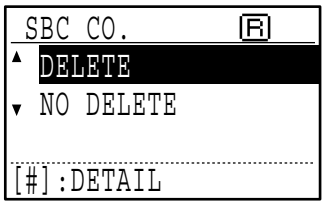


- To delete a Speed Dial number, press the [SPEED] key and then enter the Speed Dial number (000 to 299) that you wish to delete with the numeric keys.



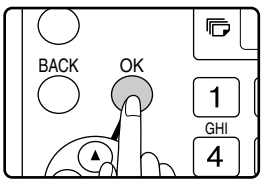
3 Select "DELETE" with the [▼] or [▲] key.





Note If you select "NO DELETE", you can press the [#] key to check the destination name. If you are deleting the destination, check the destination name and then delete the destination.

4 Press the [OK] key.



You will return to the screen of step 2. If you wish to delete another Rapid key or Speed Dial number, repeat steps 2 to 4. To exit, press the [BACK] key.

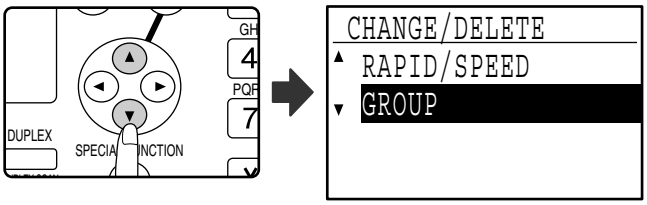
[Editing and deleting group keys]

To edit or delete a group key, follow steps 1 through 6 on pages 64 to 65 and then follow the steps below.

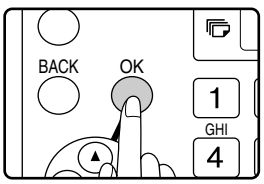
Note A group key cannot be edited or deleted in the following cases.
- The group key is stored in a program or F-code relay group.

●Editing a group key

1 Select "GROUP" with the [▼] or [▲] key.

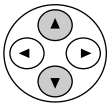


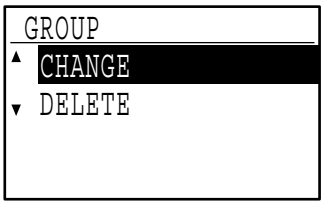
2 Press the [OK] key.



6

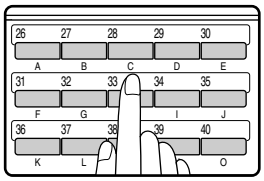
3 Select "CHANGE" with the [▼] or [▲] key.



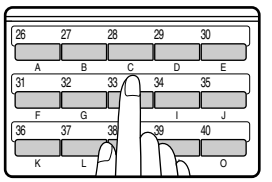


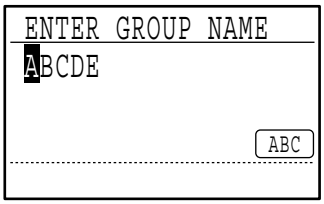
4 Press the [OK] key.

5 Press the group key (one of Rapid keys [01] to [50]) that you wish to edit.



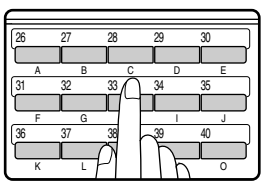
6 Edit the group name (see "ENTERING CHARACTERS" on page 84).

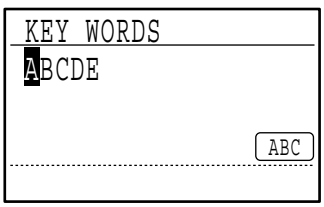




7 Press the [OK] key.

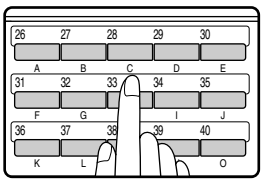
8 Edit the search characters (see "ENTERING CHARACTERS" on page 84).





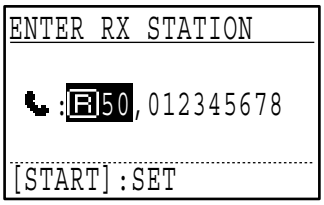
9 Edit the stored information.

- To add a Rapid key or Speed Dial number, enter the Rapid key ([01] to [50]) or Speed Dial number that you wish to add.

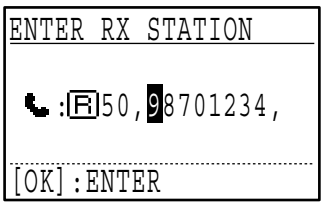


A key or number that is already in the group cannot be added.

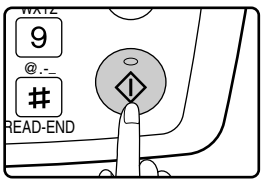
- To delete a Rapid key or Speed Dial number, select it with the [◄] or [►] key and press the [C] key.



- To delete a number entered with the numeric keys, select a digit of the number with the [◄] or [►] key and press the [C] key. The entire number including the selected digit will be deleted. To add a number, select the place where you wish to add the number with the [◄] or [►] key, and then enter the number. When you have finished adding or deleting the number, press the [OK] key.



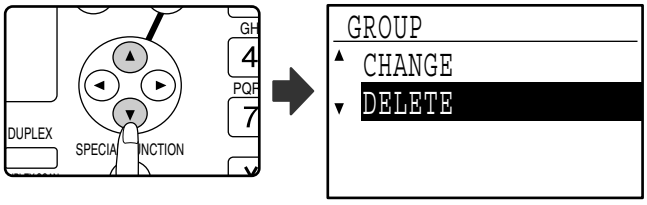
10 When you have finished editing the destinations, press the [START] key (◇).



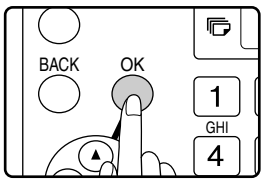
This completes the editing procedure.

● **Deleting a group key**

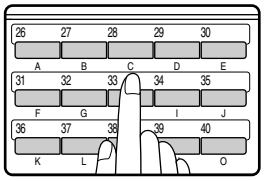
1 In step 3 on page 72, select "DELETE" with the [▼] or [▲] key.



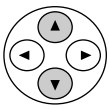
2 Press the [OK] key.

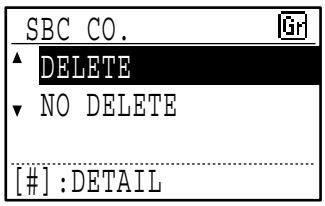


3 Press the group key (one of Rapid keys [01] to [50]) that you wish to edit.



4 Select "DELETE" with the [▼] or [▲] key.





Note If you select "NO DELETE", you can press the [#] key to check the destination name. If you are deleting the destination, check the destination name and then delete the destination.

5 Press the [OK] key.

Return to step 3. If you wish to delete another group key, repeat steps 3 through 5. To exit, press the [BACK] key.

STORING, EDITING AND DELETING PROGRAMS

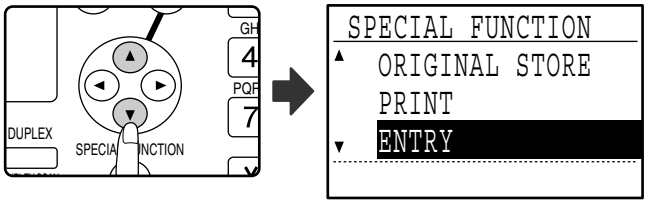
You can store a transmission method*, cover sheet/message, transmission settings, dual pages, and/or resolution/exposure settings in a program. This will allow you to use the settings for a transmission by means of a simple operation (see "USING A PROGRAM" on page 47).

* Transmission methods: normal transmission, broadcast transmission, polling, serial polling, F-code transmission, F-code polling

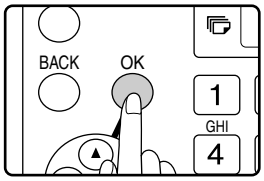
Note An original size setting, screen setting, and timer transmission setting cannot be stored in a program.

To store a program, follow steps 1 through 6 on pages 64 to 65 and then follow the steps below.

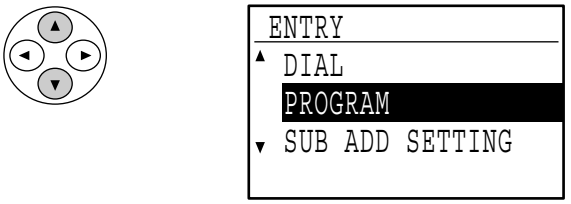
1 Select "ENTRY" with the [▼] or [▲] key.



2 Press the [OK] key.



3 Select "PROGRAM" with the [▼] or [▲] key.



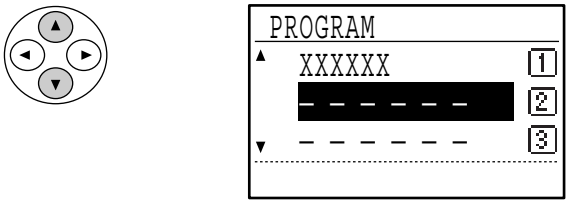
4 Press the [OK] key.

5 Select "ENTER", "CHANGE", or "DELETE" with the [▼] or [▲] key.

- To store a program, select "ENTER" and press the [OK] key. Continue from step 6 of "STORING A PROGRAM".
- To edit a program, select "CHANGE" and press the [OK] key. Next, follow the steps in "EDITING PROGRAMS" on page 75.
- To delete a program, select "DELETE" and press the [OK] key. Next, follow the steps in "DELETING PROGRAMS" on page 75.

[STORING A PROGRAM]

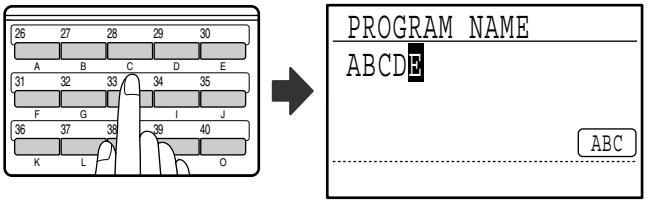
6 Select the program that you wish to store with the [▼] or [▲] key.



If you select a program that has already been stored, a message appears. Select a program that has not been stored, or clear the program (page 75) and then select it.

7 Press the [OK] key.

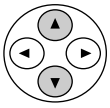
8 Enter a program name (see "ENTERING CHARACTERS" on page 84).

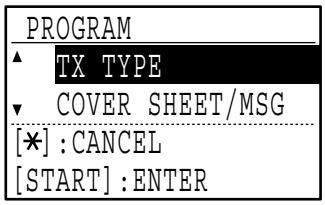


Up to 36 characters can be stored for the name of the program. A program name must be entered.

9 Press the [OK] key.

10 Select the program that you wish to store with the [▼] or [▲] key.





- A transmission method, cover sheet/message, resolution/exposure settings, dual pages, sender's name, and transmission settings can be stored. A transmission method must be stored. The storing procedure cannot be completed unless a transmission method is stored.
- For the procedures for selecting each of the settings, refer to the explanations of the settings.
- To cancel a setting selection, select the setting that you wish to cancel and then press the [*] key.
- Some settings cannot be used in combination with others. If you select a prohibited combination of settings, a message will appear in the display.

11 To continue selecting another setting, press the [OK] key.

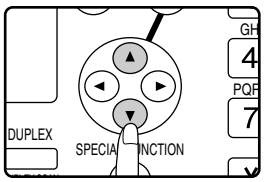
When you have finished selecting settings, press the [START] key (◇). You will return to step 8. If you wish to store another program, repeat steps 8 to 11. To exit, press the [BACK] key in step 8.

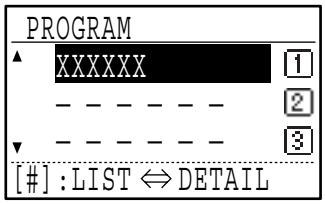
Note You can check the contents of a program (transmission type, destination) by printing the "PROGRAM LIST" (page 83).

[EDITING PROGRAMS]

If you need to edit a previously stored program, follow these steps.

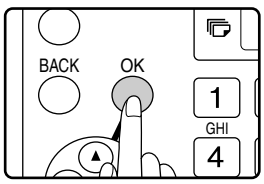
6 Select the program that you wish to edit with the [▼] or [▲] key.





If not all letters of the program name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

7 Press the [OK] key.



8 Edit the program name (see "ENTERING CHARACTERS" on page 84).

- See step 8 of "STORING A PROGRAM".
- If you do not wish to edit the program name, go to the next step.

9 Press the [OK] key.

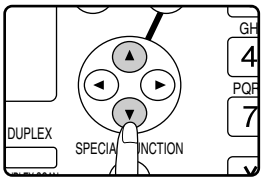
10 Select the stored setting that you wish to edit with the [▼] or [▲] key.

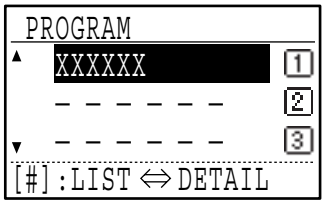
- See steps 10 and 11 of "STORING A PROGRAM".
- If you do not wish to edit the stored settings, press the [START] key (◇) and then press the [BACK] key to exit.

[DELETING PROGRAMS]

Before deleting a program, print the "PROGRAM LIST" to check the contents. (Page 83) To delete a previously stored program, follow these steps:

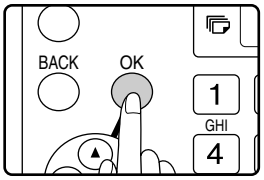
6 Select the program that you wish to delete with the [▼] or [▲] key.





If not all letters of the program name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

7 Press the [OK] key.



8 Select "DELETE" with the [▼] or [▲] key.

9 Press the [OK] key.

Return to step 6. To delete another program, repeat steps 6 through 8. To exit, press the [BACK] key.

6

PROGRAMMING, EDITING, AND DELETING F-CODE MEMORY BOXES

The procedure for programming a box for F-code transmission is explained here. There are three types of F-code boxes: F-code public boxes (page 79), F-code confidential boxes (page 77), and F-code relay group boxes (page 78). F-code boxes are programmed, edited, and deleted as explained below.

PROGRAMMING AN F-CODE MEMORY BOX

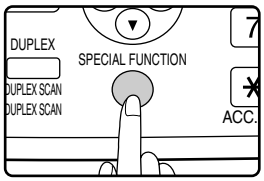
A box name, sub-address, passcode, and the appropriate functions are programmed in an F-code box.

Note

- When programming a new F-code box, a sub-address that is already programmed in another box cannot be used. However, the passcode can be the same as a passcode used in another box.
- A passcode can be omitted.
- Up to 10 F-code boxes of each type can be programmed. If 10 F-code boxes of one type have already been programmed, a warning message will appear and you will not be able to program a new box. Delete any unused F-code boxes (page 79) and then program the new box.

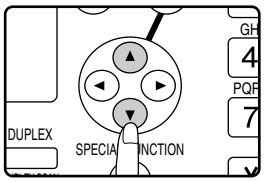
1 In Fax mode, press the [SPECIAL FUNCTION] key.

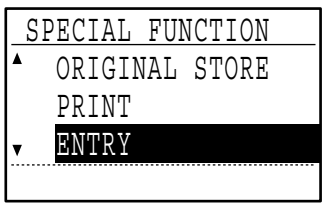
Begin the following procedure from the base screen of Fax mode.



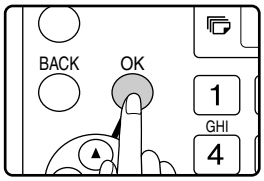
When the [SPECIAL FUNCTION] key is pressed, the function menu screen appears. (To select fax mode, see step 1 on page 20.)

2 Select "ENTRY" with the [▼] or [▲] key.

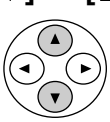


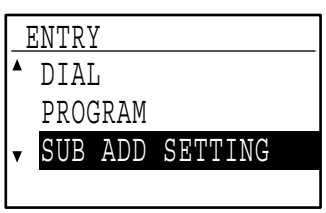


3 Press the [OK] key.



4 Select "SUB ADD SETTING" with the [▼] or [▲] key.

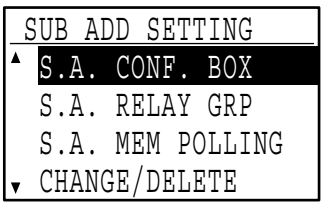




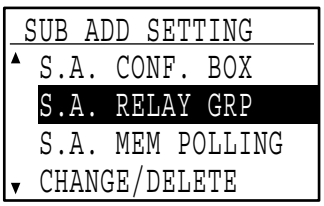
5 Press the [OK] key.

6 Select "S.A. CONF. BOX", "S.A. RELAY GRP", "S.A. MEM POLLING", or "CHANGE/DELETE" with the [▼] or [▲] key.

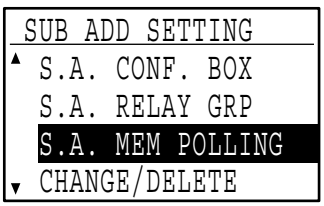
- To program an F-code confidential box, select "S.A. CONF. BOX" and press the [OK] key. Next, follow the steps in "PROGRAMMING AN F-CODE CONFIDENTIAL BOX" on page 77.



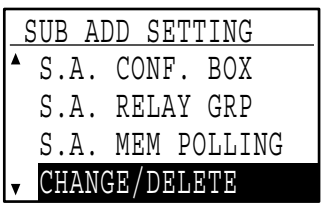
- To program an F-code relay group (box), select "S.A. RELAY GRP" and press the [OK] key. Next, follow the steps in "PROGRAMMING AN F-CODE RELAY GROUP" on page 78.



- To program an F-code public (polling memory) box, select "S.A. MEM POLLING" and press the [OK] key. Next, follow the steps in "PROGRAMMING F-CODE PUBLIC (POLLING MEMORY) BOXES" on page 79.



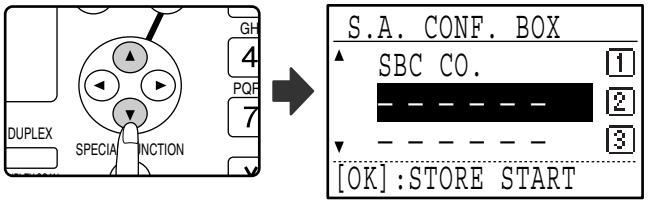
- To edit or delete an F-code confidential box, F-code relay group, or F-code public box, select "CHANGE/DELETE" and then press the [OK] key. Next, follow the steps in "EDITING AND DELETING F-CODE MEMORY BOXES" on page 79.



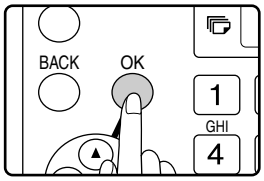
[PROGRAMMING AN F-CODE CONFIDENTIAL BOX]

Follow the steps below to program an F-code confidential reception box. An F-code (sub-address and passcode) for F-code confidential reception and a print passcode to print out received faxes are programmed in each box. Up to 10 boxes can be programmed. To check the contents of a programmed box, print the following list: "PRINT - REPORT - SUB ADD SET LIST". (Page 83)
To program an F-code confidential box, follow steps 1 through 6 on page 76 and then follow the steps below.

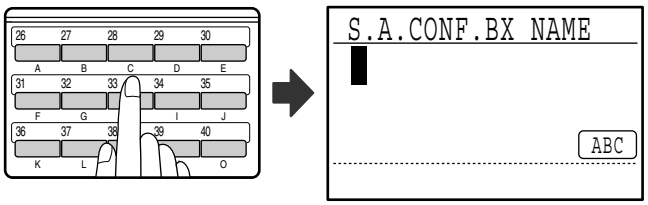
7 Select an unused box ("- - - - - -") with the [▼] or [▲] key.



8 Press the [OK] key.



9 Enter a name for the F-code confidential box (see "ENTERING CHARACTERS" on page 84).



Up to 36 characters can be entered for the name. A box name must be entered.

10 Press the [OK] key.

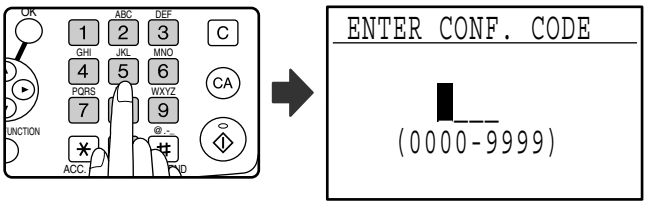
11 Enter a sub-address (maximum 20 digits) with the numeric keys.

See steps 3 and 4 on page 67.

12 Enter a passcode (maximum 20 digits) with the numeric keys.

See steps 5 and 6 on page 67.

13 Enter the print passcode (4 digits) with the numeric keys.



The characters "✱" and "#" cannot be used. The print passcode cannot be omitted. Take care not to forget the programmed print passcode. If you forget the passcode, consult your Sharp dealer.

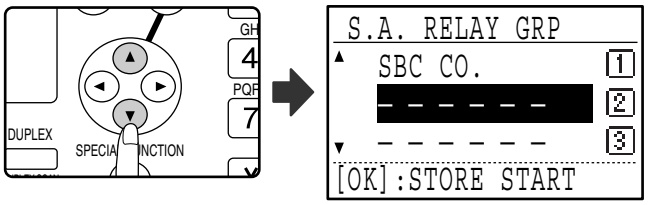
14 Press the [OK] key.

6

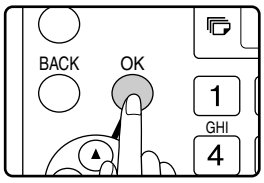
[PROGRAMMING AN F-CODE RELAY GROUP]

This procedure is used to program an F-code relay group box for relay broadcast of a received fax upon receipt of an F-code relay request. Up to 10 boxes can be programmed. An F-code (sub-address and passcode) for reception of an F-code relay request and the destinations to which the fax is to be relayed are programmed in each box. To check the contents of a programmed box, print the following list: "PRINT - REPORT - SUB ADD SET LIST" (page 83).
To program an F-code relay group box, follow steps 1 through 6 on page 76 and then follow the steps below.

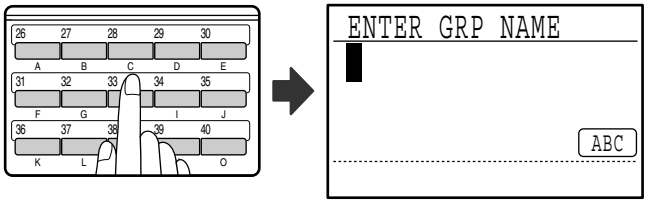
7 **Select an unused box ("- - - - - -") with the [▼] or [▲] key.**



8 **Press the [OK] key.**



9 **Enter a name for the F-code relay group box (see "ENTERING CHARACTERS" on page 84).**



Up to 36 characters can be entered for the name. A box name must be entered.

10 **Press the [OK] key.**

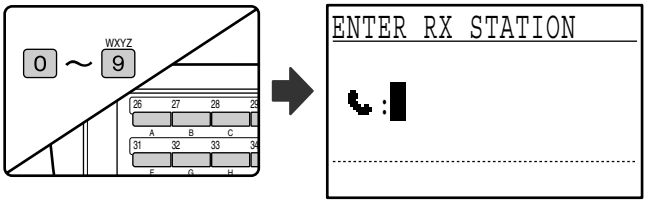
11 **Enter a sub-address (maximum 20 digits) with the numeric keys.**

See steps 3 and 4 on page 67.

12 **Enter a passcode (maximum 20 digits) with the numeric keys.**

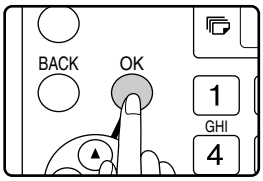
See steps 5 and 6 on page 67.

13 **Enter the relay destinations. Enter full fax numbers with the numeric keys and/or press auto-dial keys (Rapid keys, Speed Dial numbers, and group keys) to select the destinations (page 22).**



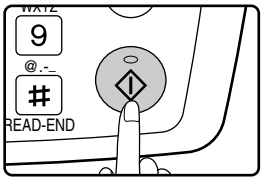
- To clear a mistake when entering a number with the numeric keys, press the [C] key to clear one digit at a time.
- A destination selected with a Rapid key, Speed Dial number, or group key is indicated by an icon and a number. To clear an entry, press the [C] key.

14 **Press the [OK] key and then dial the fax number of the next destination or press an auto-dial key.**



- After entering a full number with the numeric keys, press the [OK] key to complete the entry. If you pressed an auto-dial key in step 13, it is not necessary to press the [OK] key. You can immediately press another auto-dial key for the next destination.
- Repeat steps 13 and 14 until all destinations have been entered.

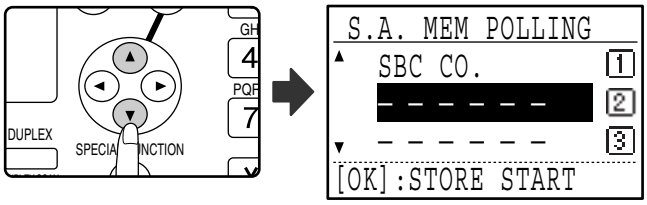
15 **Press the [START] key (◇) to end the procedure.**



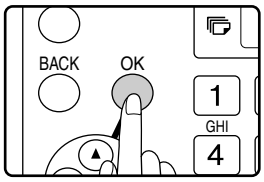
[PROGRAMMING F-CODE PUBLIC (POLLING MEMORY) BOXES]

This setting is used to program a box to store document data for remote transmission when polled by a machine that supports F-Code communication. Up to 10 boxes can be programmed.
To check the contents of a programmed box, print the following list: "PRINT - REPORT - SUB ADD SET LIST" (page 83).
To program an F-code public box, follow steps 1 through 6 on page 76 and then follow the steps below.

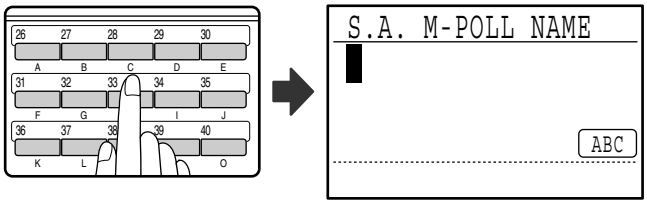
7 Select an unused box ("- - - - - -") with the [▼] or [▲] key.



8 Press the [OK] key.



9 Enter a name for the F-code public box (see "ENTERING CHARACTERS" on page 84).



Up to 36 characters can be entered for the name. A box name must be entered.

10 Press the [OK] key.

11 Enter a sub-address (maximum 20 digits) with the numeric keys.

See steps 3 and 4 on page 67.

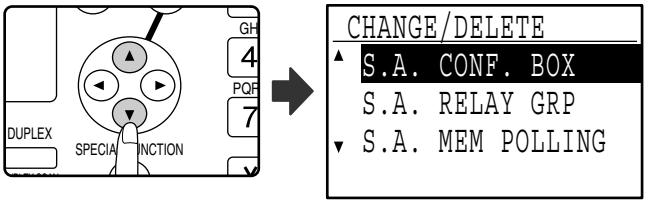
12 Enter a passcode (maximum 20 digits) with the numeric keys.

See steps 5 and 6 on page 67.

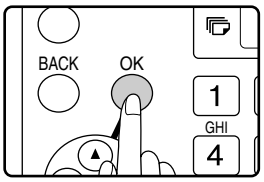
[EDITING AND DELETING F-CODE MEMORY BOXES]

To edit or delete an F-code box (F-code confidential box, F-code relay group box, or F-code public box), follow steps 1 through 6 on page 76 and then follow the steps below.
Note that an F-code confidential box or F-code public box cannot be edited or deleted if it contains document data.

7 Select "S.A. CONF. BOX", "S.A. RELAY GRP", or "S.A. MEM POLLING" with the [▼] or [▲] key.



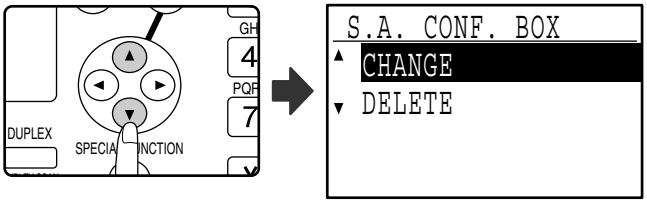
8 Press the [OK] key.



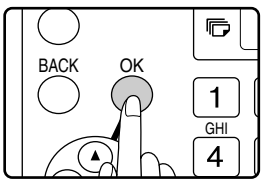
- If you selected "S.A. CONF. BOX" in step 7, follow the steps in "EDITING/DELETING AN F-CODE CONFIDENTIAL BOX" below.
- If you selected "S.A. RELAY GRP" in step 7, follow the steps in "EDITING AND DELETING F-CODE RELAY GROUPS" on page 81.
- If you selected "S.A. MEM POLLING" in step 7, follow the steps in "EDITING/DELETING F-CODE PUBLIC BOXES" on page 82.

[EDITING/DELETING AN F-CODE CONFIDENTIAL BOX]

9 Select "CHANGE" or "DELETE" with the [▼] or [▲] key.



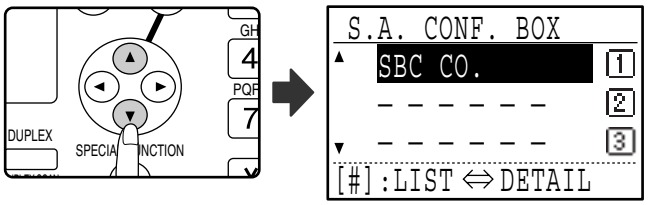
10 Press the [OK] key.



- If you selected "CHANGE" in step 9, follow the steps in "Editing an F-code confidential box" on page 80.
- If you selected "DELETE" in step 9, follow the steps in "Deleting an F-code confidential box" on page 80.

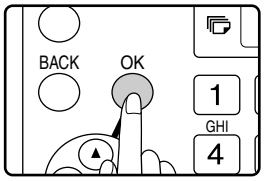
● **Editing an F-code confidential box**

11 **Select the name of the F-code confidential box that you wish to edit with the [▼] or [▲] key.**

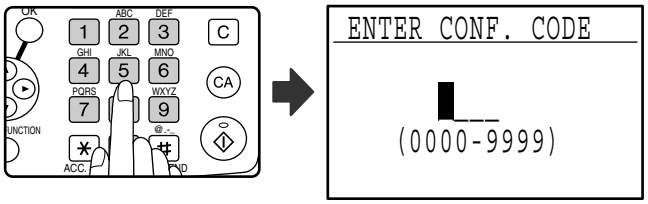


If not all letters of the box name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

12 **Press the [OK] key.**



13 **Enter the print passcode (4 digits) with the numeric keys.**



Enter the correct print passcode that was programmed when the confidential box was programmed.

14 **Press the [OK] key.**

15 **Edit the name of the F-code confidential box (see "ENTERING CHARACTERS" on page 84).**

- See step 9 on page 77.
- If you do not wish to edit the name, go to the next step.

16 **Press the [OK] key.**

17 **Edit the sub-address (maximum 20 digits) with the numeric keys.**

- See steps 3 and 4 on page 67.
- If you do not need to edit the sub-address, press the [OK] key and go to the next step.

18 **Edit the passcode (maximum 20 digits) with the numeric keys.**

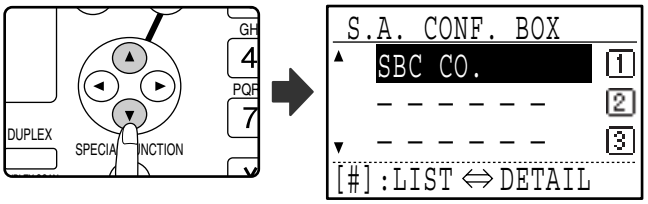
- See steps 5 and 6 on page 67.
- If you do not need to edit the passcode, press the [OK] key and go to the next step.

19 **Edit the print passcode (4 digits) with the numeric keys.**

- See steps 13 and 14 on page 77.
- If you do not need to edit the print passcode, press the [OK] key.

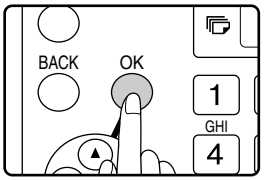
● **Deleting an F-code confidential box**

11 **Select the name of the F-code confidential box that you wish to delete with the [▼] or [▲] key.**

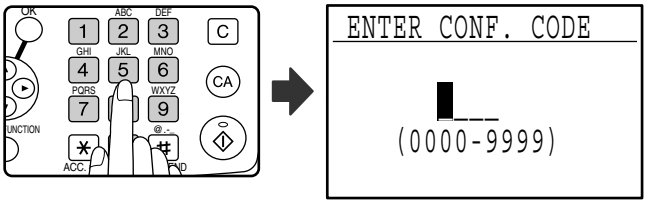


If not all letters of the box name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

12 **Press the [OK] key.**



13 **Enter the print passcode (4 digits) with the numeric keys.**



Enter the correct print passcode that was programmed when the confidential box was programmed.

14 **Press the [OK] key.**

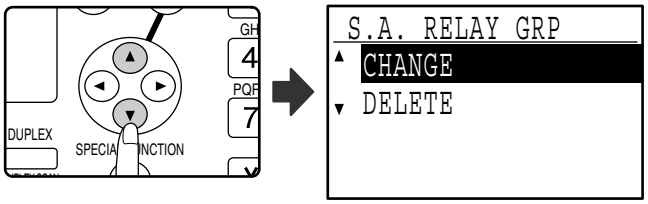
15 **Select "DELETE" with the [▼] or [▲] key.**

16 **Press the [OK] key.**

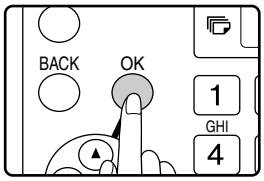
You will return to the screen of step 11. If you wish to delete another box, repeat steps 11 through 14. To exit, press the [BACK] key.

[EDITING AND DELETING F-CODE RELAY GROUPS]

9 Select "CHANGE" or "DELETE" with the [▼] or [▲] key.



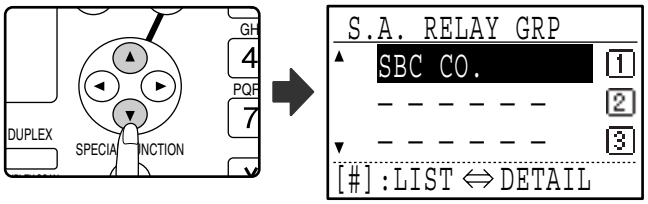
10 Press the [OK] key.



- If you selected "CHANGE" in step 9, follow the steps in "Editing an F-code relay group" which follows.
- If you selected "DELETE" in step 9, follow the steps in "Deleting an F-code relay group" which follows.

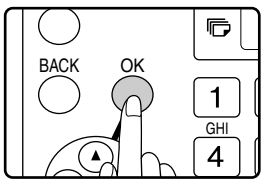
● Editing an F-code relay group

11 Select the name of the F-code relay group (box) that you wish to edit with the [▼] or [▲] key.



If not all letters of the box name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

12 Press the [OK] key.



13 Edit the name of the F-code relay group (box) (see "ENTERING CHARACTERS" on page 84).

- See step 9 on page 78.
- If you do not wish to edit the name, go to the next step.

14 Press the [OK] key.

15 Edit the sub-address and passcode (maximum 20 digits) with the numeric keys.

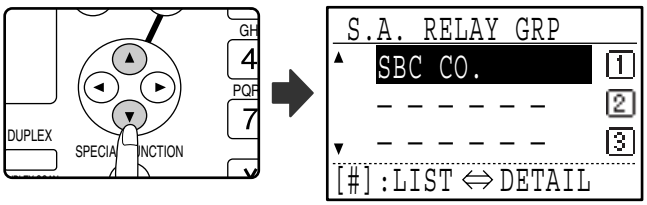
- See steps 3 to 6 on page 67.
- If you do not need to edit the sub-address and passcode, press the [OK] key and go to the next step.

16 Edit the relay destinations.

See steps 13 to 15 on page 78.

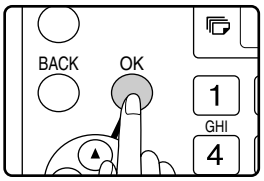
● Deleting an F-code relay group

11 Select the name of the F-code relay group (box) that you wish to delete with the [▼] or [▲] key.



If not all letters of the box name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

12 Press the [OK] key.



13 Select "DELETE" with the [▼] or [▲] key.

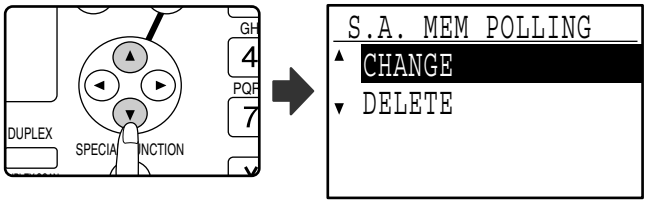
14 Press the [OK] key.

You will return to step 11. If you wish to delete another relay group, repeat steps 11 through 14. To exit, press the [BACK] key.

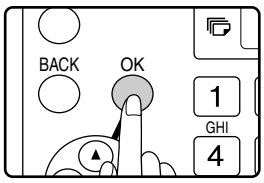
6

[EDITING/DELETING F-CODE PUBLIC BOXES]

9 Select "CHANGE" or "DELETE" with the [▼] or [▲] key.



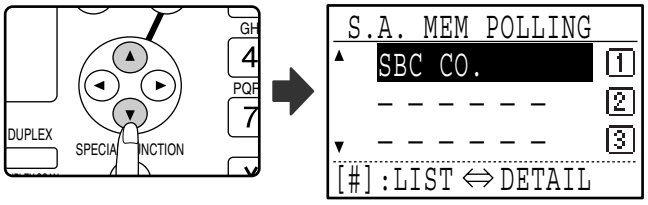
10 Press the [OK] key.



- If you selected "CHANGE" in step 9, follow the steps in "Editing an F-code public box" which follows.
- If you selected "DELETE" in step 9, follow the steps in "Deleting an F-code public box" which follows.

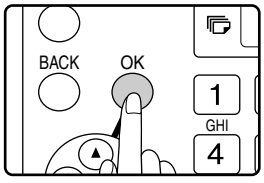
● Editing an F-code public box

11 Select the name of the F-code public box that you wish to edit with the [▼] or [▲] key.



If not all letters of the box name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

12 Press the [OK] key.



13 Edit the name of the F-code public box (see "ENTERING CHARACTERS" on page 84).

- See step 9 of "PROGRAMMING F-CODE PUBLIC (POLLING MEMORY) BOXES" (page 79).
- If you do not wish to edit the name, go to the next step.

14 Press the [OK] key.

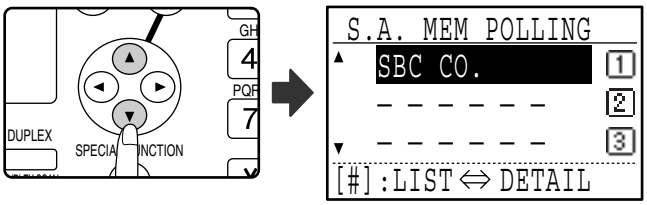
15 Edit the sub-address and passcode (maximum 20 digits) with the numeric keys.

- See steps 3 to 6 on page 67.
- If you do not need to edit the sub-address and passcode, press the [OK] key and go to the next step.

16 Press the [OK] key and then press the [BACK] key to exit.

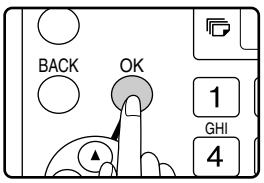
● Deleting an F-code public box

11 Select the name of the F-code public box that you wish to delete with the [▼] or [▲] keys.



If not all letters of the box name appear, press the [#] key to display all letters. Press the [#] key once again to return to the original screen.

12 Press the [OK] key.



13 Select "DELETE" with the [▼] or [▲] key.

14 Press the [OK] key.

You will return to step 11. If you wish to delete another public box, repeat steps 11 through 14. To exit, press the [BACK] key.

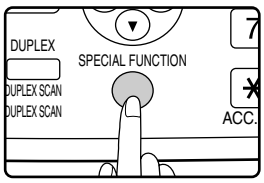
PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY

You can print lists showing programmed information, settings, and communication activity.
The following lists can be printed.

- ACTIVITY REPORT: This report shows information on your most recent transmissions and receptions, including communication time and the other party.
- TIMER LIST: This list shows timer transmissions and recall mode jobs.
- MEM. POLLING LIST: This list shows information on the documents and settings stored for memory polling and F-code memory polling.
- RAPID # LIST: This list shows the information stored in each Rapid key that has been programmed.
- SPEED # LIST: This list shows the information stored in each Speed Dial number that has been programmed.
- GROUP LIST: This list shows the information stored in each group key that has been programmed.
- TELEPHONE # LIST: This list shows the destinations that have been stored in auto dial numbers in the order of their search characters.
- PROGRAM LIST: This list shows the contents of each program that has been stored.
- SUB ADD SET LIST: This list shows the sub-addresses and passcodes that have been programmed for F-code communication. (Note that print passcodes are not shown in the list.)
- CONF. RX LIST: This list shows the confidential box numbers that have received confidential faxes and the number of pages received.

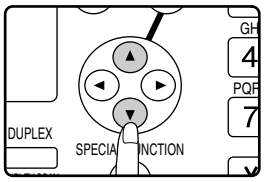
1 In Fax mode, press the [SPECIAL FUNCTION] key.

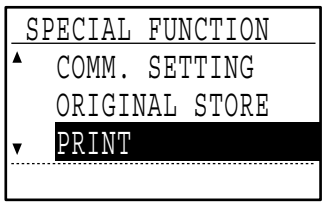
Begin the following procedure from the base screen of Fax mode.



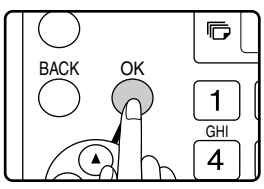
When the [SPECIAL FUNCTION] key is pressed, the function selection menu appears.
(To select fax mode, see step 1 on page 20).

2 Select "PRINT" with the [▼] or [▲] key.

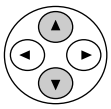


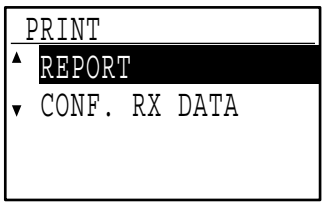


3 Press the [OK] key.



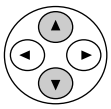
4 Select "REPORT" with the [▼] or [▲] key.

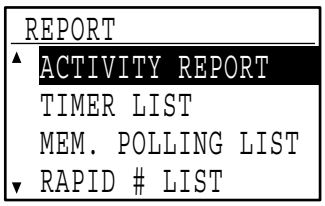




5 Press the [OK] key.

6 Select the list that you wish to print with the [▼] or [▲] key.





See the explanation of the lists that can be printed above.

7 Press the [OK] key.

- The list is printed (or is stored).
- If the list does not contain any data, it will not be printed.

ENTERING CHARACTERS

This section explains how to enter and edit characters for names of rapid dial numbers, Speed Dial numbers, and group keys, as well as account names, program names, and search characters for the address list.

CHARACTERS THAT CAN BE ENTERED

Characters that can be entered for names

The following characters can be entered:

- Up to 36 characters can be entered for a name.
  However, up to 18 characters can be entered for a account name or sender's name.
- Upper case alphabet, lower case alphabet, numbers, special characters, symbols

Characters that can be used for search characters

The following characters can be used:

- Up to 10 characters can be entered for search characters.
- Upper case alphabet, lower case alphabet, numbers, special characters

Note

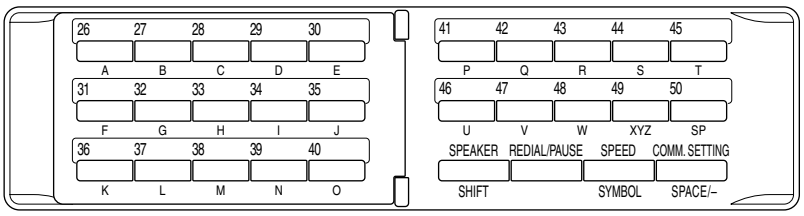
- Search characters are normally the first 10 characters of the name entered for a destination.
- Search characters are used when storing and using auto dial keys and numbers.
- When a destination name includes a symbol, the symbol cannot be stored as a search character.
- Search characters can be edited.

CHANGING TO ENTRY MODE

Open the Rapid key overlay to enter alphabetical characters.

When the Rapid key overlay is open

When the Rapid key overlay is open, characters can be entered. To toggle between upper case and lower case letters, press the [SHIFT] key.


26 27 28 29 30
A B C D E
31 32 33 34 35
F G H I J
36 37 38 39 40
K L M N O
41 42 43 44 45
P Q R S T
46 47 48 49 50
U V W XYZ SP
SPEAKER REDIAL/PAUSE SPEED COMM. SETTING
SHIFT SYMBOL SPACE/–

When the Rapid key overlay is closed

Closing the Rapid key overlay stores characters that have been entered to that point.

CHARACTER ENTRY KEYS

To enter characters, use the character entry keys on the operation panel. The characters entered by each key and key functions are as follows.

Character entry key	Characters and function	Character entry key	Characters and function
A	A	[SP]	Use to enter special characters.
B	B	[SHIFT]	Use to toggle between upper case and lower case letters.
C	C		
D	D	[SYMBOL]	Use to enter symbols.
E	E	[SPACE/-]	Use to enter a space or a hyphen (-). The display toggles between a space and a hyphen each time you press the key.
F	F		
G	G		
H	H	Numeric	Use to enter numbers 1 through 0.
I	I	[C] (CLEAR)	Clears the character selected with the cursor.
J	J		
K	K	[▲] [▼] [◀] [▶]	Use to move the cursor vertically and horizontally. Also used to move through screen pages.
L	L		
M	M		If you press the [▶] key when a character is not entered, a space will be entered.
N	N		
O	O		
P	P		
Q	Q		
R	R		
S	S		
T	T		
U	U		
V	V		
W	W		
XYZ	XYZ		

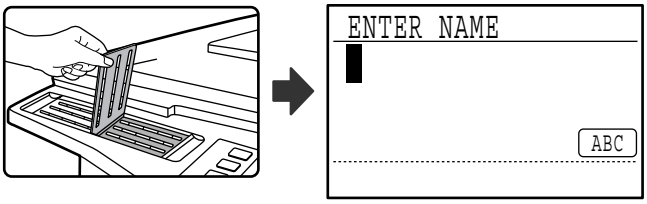
Note

When you wish to enter characters assigned to the same key in succession, press the [▶] key after entering the first character to move the cursor and then enter the next character.
Example: Entering XY
Press the [XYZ] key once, press the [▶] key once to move the cursor, and then press the [XYZ] key twice.

INITIAL PROCEDURE FOR ENTERING CHARACTERS

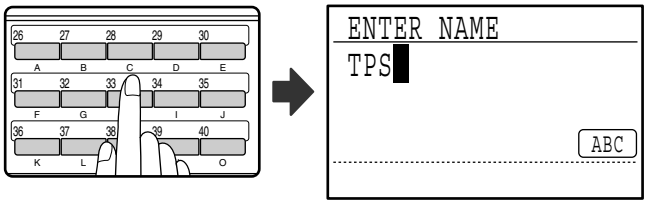
Entering alphabetical characters (example: TPS)

1 Open the Rapid key overlay.



To switch between upper case letters and lower case letters, press the [SHIFT] key.

2 Enter "T", "P" and "S" with the letter keys.



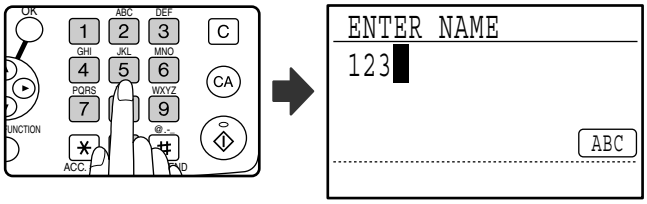
The letters are stored and the cursor moves to the space after the letters.

Note

To change a character, press the [C] key. The character directly to the left of the cursor is cleared.
If the cursor is over a character, that character is cleared.

Entering numbers (example: 123)

1 Enter "1", "2", and "3" with the numeric keys.

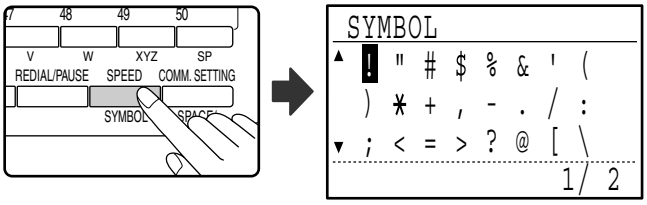


Note

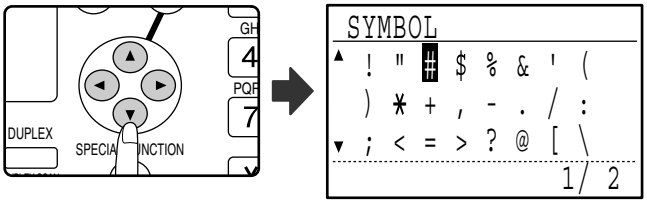
- To change a character, press the [C] key. The character directly to the left of the cursor is cleared.
- If the cursor is over a character, that character is cleared.

Entering symbols

1 Press the [SYMBOL] key.

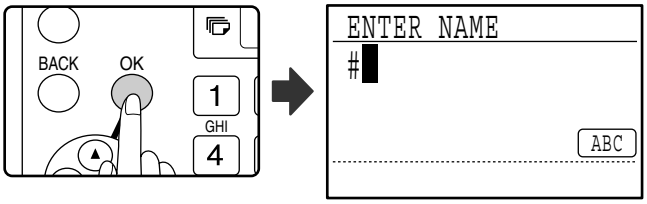


2 Select the symbol that you wish to enter with the [▼][▲][◀][▶] keys.



To move to the next page, move the cursor to the bottom line and press the [▼] key. To move back to the previous page, move the cursor to the top line and press the [▲] key. You can also change pages by pressing the [▶] key when the cursor is at the right end of the bottom line, or the [◀] key when the cursor is at the left end of the top line.

3 Press the [OK] key.



The symbol selected with the cursor is entered and you return to the character entry screen.

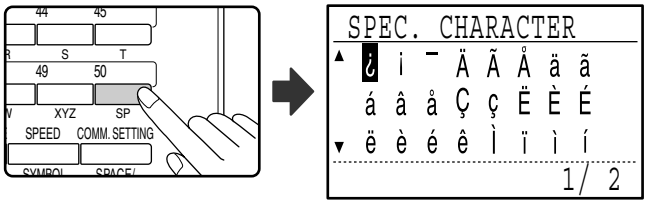
Note

If the Rapid key overlay is opened or closed while a symbol is being selected, the symbol currently selected with the cursor is entered and you return to entry mode.

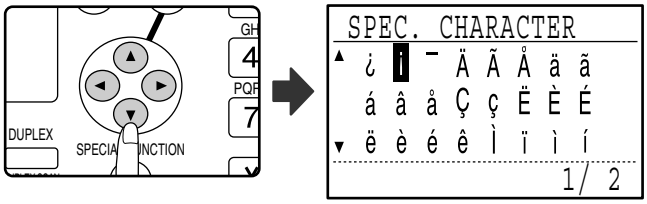
Entering special characters

Special characters are entered with the Rapid key overlay opened.

1 Press the [SP] key.

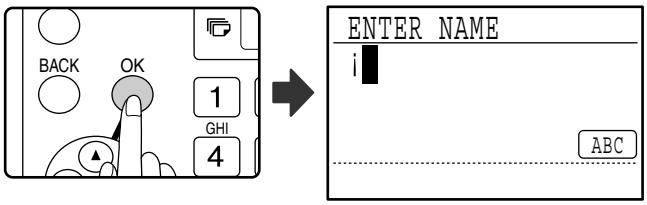


2 Select the special character that you wish to enter with the [▼][▲][◄][►] keys.



To move to the next page, move the cursor to the bottom line and press the [▼] key. To move back to the previous page, move the cursor to the top line and press the [▲] key. You can also change pages by pressing the [►] key when the cursor is at the right end of the bottom line, or the [◄] key when the cursor is at the left end of the top line.

3 Press the [OK] key.



The special character selected with the cursor is entered and you return to the character entry screen.

Note If the Rapid key overlay is closed while a special character is being selected, the special character currently selected with the cursor is entered.

7 TROUBLESHOOTING

This chapter contains information to help you make efficient use of the fax features of the machine, including solutions to common problems.

WHEN A TRANSACTION REPORT IS PRINTED

The machine has been set to automatically print a transaction report to notify you of the result when a transmission is not successful or when the Broadcast transmission function is used.
When transmission is not successful and a transaction report similar to the following is printed, "FOLLOWING DATA CANNOT BE SENT. PLEASE HAND THIS REPORT TO XXX.", read the report and take appropriate action.
The transaction report is set at the factory to print at the times indicated in gray [ ] below, however, the times at which the report is printed can be changed in the key operator programs. (See "LIST SETTING - PRINT SELECTION" on page 97.)

- **Normal transmission**: ALWAYS PRINTS /[ERROR ONLY]/NEVER PRINTS
- **Broadcast transmission**: [ALWAYS PRINTS]/ERROR ONLY/NEVER PRINTS
- **Original image print setting***: ALWAYS PRINTS /[ERROR ONLY]/NEVER PRINTS
- **Reception**: ALWAYS PRINTS /ERROR ONLY/[NEVER PRINTS]
- **Confidential reception**: [ALWAYS PRINTS]/NEVER PRINTS

The Transaction Report shows the date of transmission, the time transmission began, the other party's name, the duration of the operation, the number of pages, the type of transmission, the result, the department, and other information.

* You can select whether or not part of the transmitted original is printed with transaction reports that are printed for normal transmissions and broadcast transmissions.

Note The list count appears in the "#" column of the Transaction Report and a serial number appears in the FILE column. (These numbers are not related to the transaction.)

INFORMATION APPEARING IN THE TYPE/NOTE COLUMN

Information such as the type of transmission and type of error appears in the TYPE/NOTE column of the Transaction Report or Activity Report (page 90). The following notes may appear.

Sending result	Explanation
OK	Transmission was completed successfully.
BUSY	Transmission was not successful because the line was busy.
CANCEL	A transmission was canceled while in progress or a stored transmission job was canceled.
P. FAIL	The power was turned off or a power failure occurred.
NO RX POLL	A polling request was denied because the polling machine did not have its own fax number programmed.
PASS CODE # ERR	A polling request was denied because the other machine's fax number had not been stored as a polling passcode in your machine.
ORIG ERROR	When you attempted to send a fax from the SPF in direct transmission mode, a misfeed occurred.
ERRORXXXXXX	Line conditions prevented the transmission from taking place normally. First two digits of transmission error number: Indicates an error code from 00 to 31. Last four digits of transmission error number: A code for use by service technicians.

Sending result	Explanation
XX-XX OK	When group dialing, broadcast transmission, or F-code relay request transmission was performed, xxx- : Indicates total number of transmissions. xxx OK : Indicates completed transmissions.
NO S ADD FUNC	When an F-code transmission was attempted, (1) The other machine did not have the F-code function. (2) An F-code was not programmed in the other machine.
S ADD TX FAIL	When an F-code transmission was attempted, (1) The sub-addresses did not match. (2) The passcodes did not match. (3) An F-code public box was set.
SA POLL ERR	When F-code public box transmission was attempted, (1) The F-code public box specified by the sub-address did not exist. (2) The sub-address specified a box other than an F-code public box.
PASSCODE# ERR	When F-code public box transmission was attempted, (1) The passcodes did not match.

Reception result	Explanation
OK	Reception was completed successfully.
P. FAIL	The power was turned off or a power failure occurred.
MEMORY FULL	The image memory became full during substitute reception to memory.
LENGTH OVER	The transmitted document was over 1500 mm long and therefore could not be received.
NO RX ROLL	When polling was attempted, (1) Your fax number (sender's number) was not programmed in your machine. (2) Your fax number was not programmed as a polling passcode number in the other machine.
RX NO POLL	When polling was attempted, (1) The other machine did not have a polling function. (2) The other machine did not have a document stored in polling memory.
ERRORxx xxxx	Line conditions prevented the reception from taking place normally. First 2 digits of line error code: Error code from 00 to 31. Last 4 digits of line error code: Code for use by service technicians.
XX-XX OK	When serial polling ended normally, xxx- : Indicates total number of transmissions. xxx OK : Indicates completed transmissions.
NO SA POLLING	When F-code polling was attempted, (1) The other machine did not have an F-code polling memory function. (2) An F-code was not programmed in the other machine. (3) The other machine did not have a document stored in polling memory.
SA POL TX ERR	When F-code polling was attempted, (1) The sub-addresses did not match. (2) The passcodes did not match. (3) The other machine's F-code memory boxes were for F-code relay request transmission or for F-code confidential transmission.
S ADD RX FAIL	When F-code reception was attempted, (1) The sub-addresses did not match or were not programmed. (2) The passcodes did not match or were not programmed. (3) An F-code polling memory box was programmed.
JUNK FAX ERR	Fax reception was denied by the reception denial function.

VIEWING THE COMMUNICATION ACTIVITY REPORT AT REGULAR INTERVALS

(Communication activity report)

Your machine keeps a record of the most recent 50 transactions (both transmissions and receptions) that were performed. The record includes the date of the transaction, the other party's name, the duration, and result. You can have the report automatically printed when the number of transactions exceeds 50, or at a specified time. This allows you to check the machine's activity at regular intervals.
The machine is initially set (factory default setting) to not print the report. To have the report printed, change the setting in the key operator programs. (See "LIST SETTING - AUTO LISTING" on page 97.)

Note

- Refer to the table on "WHEN A TRANSACTION REPORT IS PRINTED" (page 88) for the notes that appear in the TYPE/NOTE column.
- The activity report can also be printed out on demand. (See "PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY" on page 83.)

WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED

When an error occurs during a transaction, an alarm will sound and a message will appear in the display. If one of the following messages appears, follow the instructions in the table.

Message (alarm sounds)	Meaning of message	Solution	Page
XXXXXX Line error.	An error prevented completion of the transaction.	Try the transaction again.	–
⚠Maintenance required. Call for service. [OK]:RETURN	It is time for maintenance and inspection.	Contact your dealer.	–
Please return X original(s). [START]:CONTINUE	A misfeed occurred in the SPF.	Reload the indicated number of originals.	15
Open TRAY xx and add xxxx paper. [OK]:RETURN	A fax has been received but the paper tray does not have suitable paper.	Add paper.	"LOADING PAPER" in the "Operation manual (for general information and copier)"
	The paper tray is open.	Close the paper tray.	–
⚠Remove paper from the output tray and press [OK].	The upper part of the job separator is full of paper.	Remove the paper.	–
	A job separator error occurred.	Press the [CA] key to clear the error.	–
⚠Clear paper path.	A paper misfeed occurred in the output section.	Remove the misfed paper.	"REMOVING MISFEEDS" in the "Operation manual (for general information and copier)"
⚠Close the cover.	A machine cover is open.	Close the cover.	–

Message (alarm sounds)	Meaning of message	Solution	Page
⚠Toner is low.	Toner is low.	Replace the toner cartridge.	"REPLACING THE TONER CARTRIDGES" in the "Operation manual (for general information and copier)"
⚠Add toner. Can not copy or print. [OK]:RETURN	There is no toner.	Replace the toner cartridge.	"REPLACING THE TONER CARTRIDGES" in the "Operation manual (for general information and copier)"
Unfold original and return XX original(s) to the document feeder. [START]:CONTINUE	The detected original size is smaller than the actual original size, or a smaller size has been selected.	Place the originals again and make sure that the size indicated in the display is the same as the actual original size.	–

SELF-DIAGNOSTIC FUNCTION

The machine has a self-diagnostic function that automatically stops operation if a problem occurs in the machine. If a problem occurs in fax mode, the following display appears.

Message display	Action
⚠Call for service. code:xx xx. Main code Sub code	Turn off the power and then turn it back on. If the error is not cleared, note the 2-digit main code and the 2-digit sub-code and then contact your dealer.

MESSAGES DURING NORMAL OPERATION

Message	Meaning of message
SENT xx% No.001 P-xxx	This appears when a direct transmission ends ("xx" indicates the number of pages).
READING xx% No.001 P-xxx	The original is being scanned into memory (during memory transmission).
Stand-by. 100% AUG 22 FRI 10:25 AM	The machine is in the standby state.
ENTER DIAL #	This appears when the [SPEAKER] key has been pressed.

PROBLEMS AND SOLUTIONS

If you experience a problem with the fax function, first check the following table.
This section describes problems related to the fax function. For problems related to general operation of the machine, see "TROUBLESHOOTING" in the "Operation manual (for general information and copier)".

Problem	Check	Solution	Page
The machine does not operate.	Is the machine power switch turned on?	Turn the power switch ON.	"Power switch" on page 4
	Does the display show an error message?	Clear the error as instructed by the message.	"WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED" on page 90
Dialing is not possible.	Is the correct dial mode set for your line?	Check your line and set the correct dial mode.	"DIAL MODE" on page 98
	Is the telephone line properly connected?	Check the connections.	"Line connection" on page 4
	Is the machine power switch turned on?	Turn the power switch ON.	"Power switch" on page 4
	Is the machine in fax mode?	Press the [FAX] key to set the machine to fax mode.	"BASIC PROCEDURE FOR SENDING FAXES" on page 20
Cannot send a fax.	Does the receiving fax machine have paper?	Check with the operator of the receiving machine.	–
	Does the receiving machine support G3 transmission?		
	Are the sub-address and passcode correct? (When using F-code transmission)		
	Is the receiving machine ready to receive?		
	Are you using a transmittable original size?	Check the transmittable sizes.	"ORIGINALS THAT CAN BE FAXED" on page 14
	Was the original size detected correctly?	Check size of the original.	"CHECKING THE SIZE OF A PLACED ORIGINAL" on page 16
	The message "Reading canceled. Please retry sending operation." appears.	If you attempt transmission while the message "Warming-up." appears, the transmission may not take place correctly. Repeat the transmission.	–
The transmitted image prints out blank at the receiving side.	Was the original placed so that the correct side is scanned?	Make sure the original is placed so that the correct side is scanned.	"PLACING THE ORIGINAL" on page 15
	If the receiving machine is using thermal paper, was the thermal paper loaded with the wrong side out?	Check with the operator of the receiving machine.	–

Problem		Check	Solution	Page
The transmitted image is distorted.		Were line conditions poor due to thunder or another reason?	Try the transmission again.	–
		Were the resolution and exposure settings suitable?	Check the resolution and exposure settings.	"SELECTING RESOLUTION AND EXPOSURE SETTINGS" on page 17
White or black lines appear in the transmitted image.		Is the document glass or the scanning glass for the SPF (the long, narrow glass) dirty?	Clean the document glass or the scanning glass for the SPF.	"CLEANING THE MACHINE" in the "Operation manual (for general information and copier)"
Transmission does not take place at the specified time.		Is the machine's clock set to the correct time?	Set the clock to the correct time.	"DATE & TIME SET" on page 101
Printing does not take place after reception.		Does an error message appear regarding adding paper, replenishing toner, or a misfeed? (This means that printing is not possible.)	Restore printing capability as instructed by the display message. Printing will begin.	"WHEN AN ALARM SOUNDS AND A WARNING MESSAGE IS DISPLAYED" on page 90
A received fax prints out blank.		Was the wrong side of the original scanned in the transmitting machine?	Check with the operator of the transmitting machine.	–
The received image is faint.		Is the original faint?	Ask the other party to re-send the fax using a suitable exposure setting.	–
The received image is distorted.		Were line conditions poor due to thunder or another reason?	Ask the other party to send the fax again.	–
Telephone	A dial tone is not heard through the speaker.	Is the volume set to "low"?	Set the speaker volume to "middle" or "high".	"SPEAKER VOLUME" on page 99
	The machine does not ring.	Has the ringer volume been turned off?	Set the ringer volume to "low", "middle", or "high".	"SPEAKER VOLUME" on page 99
	Dialing is not possible.	Is the telephone line properly connected?	Check the connections.	"Line connection" on page 4
		If an extension phone is connected to the machine, has the "EXTENSION TEL" program been enabled?	Enable this program.	"EXTENSION TEL" on page 99

8 KEY OPERATOR PROGRAMS

The key operator programs are used by the key operator (administrator of the machine) to customize certain features of the machine to better meet the needs of users.
This section explains key operator programs for the fax features of the machine. For key operator programs that are for the copy function, print function, and network scanner function, see the respective manuals for those functions.
For key operator programs for general use of the machine, see the "Key operator's guide".
To use the key operator programs, the key operator code must be entered.

For the initial key operator code set at the factory, see "PROGRAMMING A KEY OPERATOR CODE" in the "Key operator's guide".

Note The key operator programs that can be used depend on what peripheral devices have been installed.

KEY OPERATOR PROGRAM LIST

KEY OPERATOR PROGRAMS FOR THE FAX FUNCTION

Program name	Page
LIST PRINT/SET	
LIST PRINT	97
LIST SETTING	97
INITIAL SETTING	
DIAL MODE	98
PAUSE TIME	98
OWN PASSCODE SET	99
SPEAKER VOLUME	99
TX/RX END SOUND	99
TX/RX END SOUND LENGTH	99
EXTENSION TEL	99
DISTINCTIVE RING	100
REMOTE RECEPTION	100
ACCOUNT CONTROL	100
ACCOUNT # SET	100
DATE & TIME SET	101
DAYLIGHT SAVING TIME SETTING	101
DISABLE FAX PRINT HOLD	102
SENDING FUNCTION	
RES. CON. SET	102
AUTO REDUCE TX	102
ROTATE TX	102
PAGE COUNTER SET	103
SEND MODE	103
QUICK ON LINE TX	103
PRINT STATION # IN RCVD DATA	103
ACC. NAME PRINT	103
RECALL SETTING (BUSY)	104
RECALL SET (ERR)	104
RING TIMEOUT IN AUTO TX	105
AUTO COVER SHEET	105
RCV. FUNCTION	
FAX RECEPTION LIGHT	105
#OF RINGS AT. RX	106
TRAY SELECTION	106
RECEIVED DATA PRINT CONDITION	106
AUTO RCV REDUCE TO REGULAR SIZE	106
DUPLEX RECEPTION	107
A3 RX REDUCE	107
FW. RX DATA	107
RECEIVED DATA FW. STATION SET	107
INDEX PRINT	108
EARLIER OUTPUT	108
ANTI JUNK FAX	108
ENTER JUNK FAX #	108
POLLING SECURITY	
POLLING SECURITY	109
POLLING PASSCODE # MODE	109

KEY OPERATOR PROGRAM MENU

The key operator programs are accessed via the following menu structure.
Refer to this menu when enabling or disabling the settings that are explained beginning on page 97.
Some programs contain an additional level of settings (a settings screen).

Level 1	Level 2	Level 3
Key Operator Code	FAX SETTINGS	LIST PRINT/SET	LIST PRINT
			LIST SETTING
		INITIAL SETTING	DIAL MODE
			PAUSE TIME
			OWN PASSCODE SET
			SPEAKER VOLUME
			TX/RX END SOUND
			TX/RX END SOUND LENGTH
			EXTENSION TEL
			DISTINCTIVE RING
			REMOTE RECEPTION
			ACCOUNT CONTROL
			ACCOUNT # SET
			DATE & TIME SET
			DAYLIGHT SAVING TIME SETTING
			DISABLE FAX PRINT HOLD
		SENDING FUNCTION	RES. CON. SET
			AUTO REDUCE TX
			ROTATE TX
			PAGE COUNTER SET
			SEND MODE
			QUICK ON LINE TX
			PRINT STATION # IN RCVD DATA
			ACC. NAME PRINT
			RECALL SETTING (BUSY)
			RECALL SET (ERR)
			RING TIMEOUT IN AUTO TX
			AUTO COVER SHEET
		RCV. FUNCTION	FAX RECEPTION LIGHT
			#OF RINGS AT. RX
			TRAY SELECTION
			RECEIVED DATA PRINT CONDITION
			AUTO RCV REDUCE TO REGULAR SIZE
			DUPLEX RECEPTION
			A3 RX REDUCE
			FW. RX DATA
			RECEIVED DATA FW. STATION SET
			INDEX PRINT
			EARLIER OUTPUT
			ANTI JUNK FAX
			ENTER JUNK FAX #
		POLLING SECURITY	POLLING SECURITY
			POLLING PASSCODE # MODE

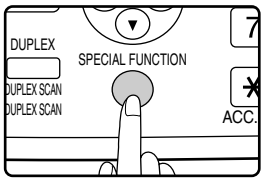
PROCEDURE FOR USING THE KEY OPERATOR PROGRAMS

The key operator programs can be accessed from any mode (copy, fax, print, and scan mode). When the setting is completed, you will return to the previous mode.

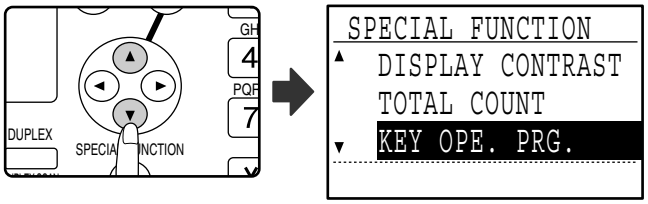
- Faxes cannot be sent or received while a key operator program is being used.
- A key operator program cannot be used while a fax is being sent or received, while a voice call is being made, or while a received fax is being printed.

INITIAL PROCEDURE

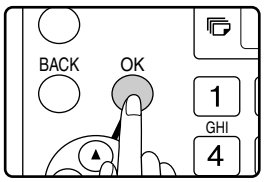
1 Press the [SPECIAL FUNCTION] key.



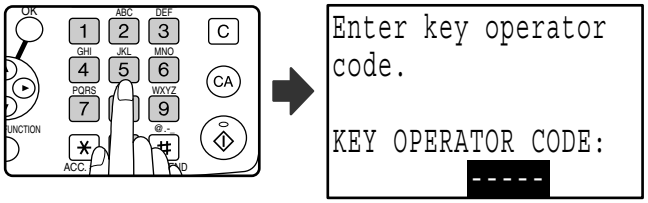
2 Select "KEY OPE. PRG." with the [▼] or [▲] key.



3 Press the [OK] key.

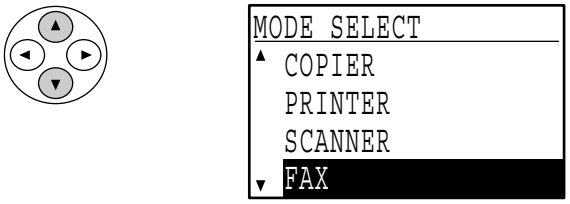


4 Enter the five-digit key operator code with the numeric keys.



- As you enter each digit, "-" changes to "✱".
- If make a mistake, press the [C] key and re-enter the number.
- If this is the first time you are programming the key operator code, enter the factory default code. (See the "Key operator's guide".)

5 Select "FAX" with the [▼] or [▲] key.



To use a key operator program for copy mode, select "COPIER".

6 Press the [OK] key.

7 Select a setting for the desired program as explained on the following pages.

Programs for the following functions are available:
LIST PRINT/SET (page 97)
INITIAL SETTING (page 98)
SENDING FUNCTION (page 102)
RCV. FUNCTION (page 105)
POLLING SECURITY (page 109)

8 Press the [CA] key to exit the programs.

Note

- To move back to the previous screen, press the [BACK] key.
- To cancel a program before it is completed, press the [CA] key.
- See "ENTERING CHARACTERS" (page 84) for the procedure for entering letters.

KEY OPERATOR PROGRAMS FOR THE FAX FUNCTION

LIST PRINT/SET

This program is used to print lists showing current key operator program settings and other programmed information.

LIST PRINT

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "LIST PRINT/SET" with the [▼] or [▲] key and then press the [OK] key.

3 Select "LIST PRINT" with the [▼] or [▲] key and then press the [OK] key.

4 Select the desired list with the [▼] or [▲] key and then press the [OK] key.

- "KEY OPE. LIST", "JUNK FAX # LIST" or "ACC. USAGE LIST" can be selected.
- Printing begins when you end the key operator program.

KEY OPE. LIST	This list shows the current key operator program settings. It also shows the programmed sender's name, sender's fax number, polling permission numbers, and the fax forwarding number.
JUNK FAX # LIST	This shows the programmed fax numbers from which fax reception is to be blocked. (See "ENTER JUNK FAX #" on page 108.)
ACC. USAGE LIST	This shows the activity (communication time and number of pages) of each account.

LIST SETTING

PRINT SELECTION

This setting is used to select the conditions for printing out transaction reports for normal transmission, broadcast transmission, original print, reception, and confidential reception.

TRANSMISSION	BROADCAST	ORIGINAL IMAGE PRINT SETTING
ALWAYS PRINTS	ALWAYS PRINTS	ALWAYS PRINTS
ERROR ONLY	ERROR ONLY	ERROR ONLY
NEVER PRINTS	NEVER PRINTS	NEVER PRINTS

RECEPTION	CONF. RECEPTION
ALWAYS PRINTS	ALWAYS PRINTS
ERROR ONLY	NEVER PRINTS
NEVER PRINTS	

Normally the settings indicated by shading above are selected.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "LIST PRINT/SET" with the [▼] or [▲] key and then press the [OK] key.

3 Select "LIST SETTING" with the [▼] or [▲] key and then press the [OK] key.

4 Select "PRINT SELECTION" with the [▼] or [▲] key and then press the [OK] key.

5 Select the type of transmission with the [▼] or [▲] key and then press the [OK] key.

"TRANSMISSION", "BROADCAST", "ORIGINAL IMAGE PRINT SETTING", "RECEPTION" or "CONF. RECEPTION" can be selected.

6 Select the desired print setting with the [▼] or [▲] key and then press the [OK] key.

- If you selected "TRANSMISSION", select "ALWAYS PRINTS", "ERROR ONLY", or "NEVER PRINTS".
- If you selected "BROADCAST", select "ALWAYS PRINTS", "ERROR ONLY", or "NEVER PRINTS".
- If you selected "ORIGINAL IMAGE PRINT SETTING", select "ALWAYS PRINTS", "ERROR ONLY", or "NEVER PRINTS".
- If you selected "RECEPTION", select "ALWAYS PRINTS", "ERROR ONLY", or "NEVER PRINTS".
- If you selected "CONF. RECEPTION", select "ALWAYS PRINTS" or "NEVER PRINTS".

Note

"ORIGINAL IMAGE PRINT SETTING" is used to have part of the first page of the transmitted document printed on the transaction report. This program is not effective when the transaction report is set to not print out.

AUTO LISTING

This program is used to have the activity report that is stored in the machine's memory printed out at regular intervals. You can choose to have the report automatically printed each time the number of stored transactions exceeds 50, or have the report printed at a specified time every day (only once per day). You can also enable both print methods.

The report is normally set to not print out. To have the report automatically printed when the number of stored transactions (the combined total of transmissions and receptions) exceeds 50, select "AUTO PRINT REPT AT LIMIT (50)".

To have the report printed at a specified time, enable "PRINT DAILY AT DESIGNATED TIME" and enter the desired time.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 **Select "LIST PRINT/SET" with the [▼] or [▲] key and then press the [OK] key.**

3 **Select "LIST SETTING" with the [▼] or [▲] key and then press the [OK] key.**

4 **Select "AUTO LISTING" with the [▼] or [▲] key and then press the [OK] key.**

5 **Select "AUTO PRINT REPT AT LIMIT (50)" with the [▼] or [▲] key and then press the [OK] key.**

- The setting is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

6 **If you wish to have the activity report printed at regular intervals, go to step 7. If you have finished selecting settings for this program, press the [BACK] key.**

7 **Select "PRINT DAILY AT DESIGNATED TIME" with the [▼] or [▲] key and then press the [OK] key.**

8 **Select "SETTING" with the [▼] or [▲] key and then press the [OK] key.**

9 **Enter the printout time with the numeric keys and press the [OK] key.**

If you make a mistake, move the cursor to the incorrect digit with the [◀] or [▶] key (the cursor should be over the digit), and then enter the correct digit.

Note

- After step 9 you will return to step 8. If you need to change the set time, follow steps 8 and 9 to enter the new time.
- To cancel a "PRINT DAILY AT DESIGNATED TIME" setting, follow these steps:
  (1) Select "CANCEL" in step 8 and then press the [OK] key.
  (2) Select "CANCEL" with the [▼] or [▲] key and then press the [OK] key.
- If "AUTO PRINT REPT AT LIMIT (50)" is not enabled and the number of recorded transactions exceeds 50, each new transaction will delete the oldest transaction.
- The activity report can also be printed out on demand. (See "PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY" on page 83.)

INITIAL SETTING

These programs are used to change the default settings (initially set at the factory) for the various fax functions to settings that better meet your needs.

DIAL MODE

This setting is used to set the appropriate dial mode for the line connected to the machine. Select tone for a tone dial line or pulse for a pulse dial line. Most lines use tone dialing.

1 **Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).**

2 **Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.**

3 **Select "DIAL MODE" with the [▼] or [▲] key and then press the [OK] key.**

4 **Select "TONE" or "PULSE" with the [▼] or [▲] key and then press the [OK] key.**

Select the appropriate mode for your telephone line type.

PAUSE TIME

This setting is used to select the duration of pauses that are inserted in destination fax numbers. Normally the setting is 2 seconds, which means that each time the [PAUSE] key is pressed when dialing or storing a fax number, a pause of 2 seconds is inserted. The pause time can be set to any number of seconds from 1 to 15.

1 **Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).**

2 **Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.**

3 **Select "PAUSE TIME" with the [▼] or [▲] key and then press the [OK] key.**

4 **Enter the pause time in seconds ("01" to "15") with the numeric keys and then press the [OK] key.**

If you make a mistake, move the cursor to the incorrect digit with the [◀] or [▶] key (the cursor should be over the digit), and then enter the correct digit.

OWN PASSCODE SET

Use this setting to program the fax number of the machine and the name of the user. The programmed name and number are printed at the top of each fax page you send. The number is also used as a passcode when performing polling reception "USING THE POLLING FUNCTION" (page 39).
You can check your programmed name and number by printing out the "KEY OPE. LIST". (Page 97)

- A maximum of 20 digits can be stored for the fax number.
- A maximum of 18 letters can be stored for the name.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "OWN PASSCODE SET" with the [▼] or [▲] key and then press the [OK] key.

4 Select "STORE" with the [▼] or [▲] key and then press the [OK] key.

5 Enter your fax number with the numeric keys and then press the [OK] key.

- If you make a mistake, press the [C] key and re-enter the number.
- To enter "+", press the ✳ key.

6 Enter your name and then press the [START] key (◇).

See "ENTERING CHARACTERS" (page 84) for the procedure for entering letters.

Note

To clear the programmed fax number and name, follow these steps:
(1) Select "DELETE" in step 4 and then press the [OK] key.
(2) Select "DELETE" with the [▼] or [▲] key and then press the [OK] key.

SPEAKER VOLUME

This setting is used to adjust the on-hook volume, the ringing volume, the line monitor volume, the TX/RX end sound volume, the original scanning end sound volume, and the tone output volume. All volume settings are initially set to "MIDDLE".

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "SPEAKER VOLUME" with the [▼] or [▲] key and then press the [OK] key.

4 Select name of the volume that you wish to adjust with the [▼] or [▲] key and then press the [OK] key.

5 Select the desired volume level with the [▼] or [▲] key and then press the [OK] key.

- "HIGH", "MIDDLE" or "LOW" can be selected for the on hook volume.
- "HIGH", "MIDDLE", "LOW" or "OFF" can be selected for volumes other than the on hook volume.

TX/RX END SOUND

This program is used to select the beep pattern that signals the end of transmission or reception. "PATTERN 1", "PATTERN 2" or "PATTERN 3" can be selected.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "TX/RX END SOUND" with the [▼] or [▲] key and then press the [OK] key.

4 Select "SEND" or "RECEIVE" with the [▼] or [▲] key and then press the [OK] key.

5 Select "PATTERN 1", "PATTERN 2", or "PATTERN 3" with the [▼] or [▲] key and then press the [OK] key.

Before pressing the [OK] key to store your selection, you can press the ✳ key to listen to the selected pattern.

TX/RX END SOUND LENGTH

This setting is used to select the length of the end sound in seconds. Selections are "2.0 sec", "2.5 sec", "3.0 sec", "3.5 sec", and "4.0 sec". "3.0 sec" is normally selected.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "TX/RX END SOUND LENGTH" with the [▼] or [▲] key and then press the [OK] key.

4 Select the number of seconds with the [▼] or [▲] key and then press the [OK] key.

EXTENSION TEL

Enable this setting when an extension telephone is connected to the machine. An extension telephone connected to the machine cannot be used until this setting is enabled. The initial setting is enabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "EXTENSION TEL" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

DISTINCTIVE RING

If multiple telephone numbers have been assigned to your telephone line, the number called can be identified by its ringing pattern. By using one number for voice calls and another number for faxes, you can tell which type of call you are receiving by the ringing pattern. You can set your machine to automatically receive faxes when your fax number is called by setting the pattern that corresponds to your fax number. Six selections are available. Normally "OFF" is selected.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "DISTINCTIVE RING" with the [▼] or [▲] key and then press the [OK] key.

4 Select "STANDARD" or one of "PATTERN 1" to "PATTERN 5" with the [▼] or [▲] key, and then press the [OK] key.

REMOTE RECEPTION

(Only when an extension phone is connected)

When a call is received on an extension phone connected to the machine, fax reception can be activated by entering a 1-digit number and pressing ✱ twice on the phone's keypad. This 1-digit number is called the remote reception number, and you can set it to any number from "0" to "9". Normally the remote reception number is set to "5".

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "REMOTE RECEPTION" with the [▼] or [▲] key and then press the [OK] key.

4 Enter a new remote number with the numeric keys (0 to 9) and then press the [OK] key.

Note If a remote number has been previously stored, the newly entered remote number overwrites the old number.

ACCOUNT CONTROL

This setting is used to enable (or disable) auditing mode. Auditing mode is initially disabled.
When this program is enabled, the operator must enter a valid 5-digit account number in order to use the fax function of the machine.
This function also tracks fax communication time and fax pages for each account.
To enable auditing mode, program an account number as explained in "ACCOUNT # SET".

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "ACCOUNT CONTROL" with the [▼] or [▲] key and then press the [OK] key.

- The setting (auditing mode) is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

ACCOUNT # SET

This program is used to program, delete, and change account numbers for fax mode. Up to 50 account numbers can be programmed.

- Each account number has five digits. When you have finished programming one account number, you can continue programming other account numbers.
- Two methods are available for deleting account numbers: deleting an individual account number and deleting all account numbers.
- To change an account number, enter the account number to be changed and then enter a new account number. After an account number is changed, another account number can be changed.

Programming a new account number

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "ACCOUNT # SET" with the [▼] or [▲] key and then press the [OK] key.

4 Select "ENTER" with the [▼] or [▲] key and then press the [OK] key.

5 Enter the new account number (00001 to 99999) with the numeric keys and then press the [OK] key.

If the number is not correct, press the [C] key and re-enter the number.

6 Enter an account name (up to 18 characters) and then press the [OK] key.

- See "ENTERING CHARACTERS" (page 84) for the procedure for entering letters.
- Press the [OK] key to return to the screen of step 3. To program another account number, repeat steps 5 and 6. To exit, press the [BACK] key in step 5.

Deleting a single account number

1 In step 4 of "Programming a new account number", select "DELETE" and then press the [OK] key.

2 Select "DELETE 1 ACC." with the [▼] or [▲] key and then press the [OK] key.

3 Enter the account number (5 digits) with the numeric keys and then press the [OK] key.

- If the number is not correct, press the [C] key and re-enter the number.
- Enter a programmed account number. If you enter an account number that has not been programmed, you will not advance to step 4 when the [OK] key is pressed. To cancel the deletion, press the [BACK] key.

4 Select "YES" with the [▼] or [▲] key and then press the [OK] key.

- Check the account number that appears in the display before deleting it.
- Press the [OK] key to return to the screen of step 3. To delete another number, repeat steps 3 through 4. To exit, press the [BACK] key in step 3.

Deleting all account numbers

1 In step 4 of "Programming a new account number", select "DELETE" and then press the [OK] key.

2 Select "DELETE ALL ACC." with the [▼] or [▲] key and then press the [OK] key.

3 Select "YES" with the [▼] or [▲] key and then press the [OK] key.

To cancel the deletion, select "NO" and press the [OK] key.

Changing an account number

1 In step 4 of "Programming a new account number", select "CHANGE" and press the [OK] key.

2 Enter the account number that you wish to change and then the new account number, and press the [OK] key.

- If you make a mistake, press the [C] key and then enter the correct number.
- If you enter an account number that has not been programmed, re-enter the correct account number.

3 Enter an account name (up to 18 characters long) and press the [OK] key.

- See "ENTERING CHARACTERS" (page 84) for the procedure for entering letters.
- If you do not wish to change the account name, press the [OK] key.
- Press the [OK] key. You will return to the screen of step 2. To change another number, repeat steps 2 and 3. To exit, press the [BACK] key in step 2.

DATE & TIME SET

This setting is used to set the machine's internal clock to the current date and time.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "DATE & TIME SET" with the [▼]or [▲] key and then press the [OK] key.

4 Enter the year (2004 to 2062), month (01 to 12), and day (01 to 31) with the numeric keys, and then press the [OK] key.

- For the year, enter the last two digits of the year.
- The range of days that can be entered for the selected month is displayed.

5 Enter the time in 12-hour format with the numeric keys and press the [OK] key.

Enter a number from 01 to 12 for the hour and a number from 00 to 59 for the minute.

6 Select "AM" or "PM" with the [▼]or [▲] key and then press the [OK] key.

Note: If you make a mistake in step 4 or 5, move the cursor to the mistake with the [◀] or [▶] key and then enter the correct digit.

DAYLIGHT SAVING TIME SETTING

Turn on this setting to have the internal clock automatically move forward and backward at the beginning and end of Daylight Saving Time. The clock will move forward and backward as follows:
The first Sunday in April: 2:00 A.M. → 3:00 A.M.
The last Sunday in October: 2:00 A.M. → 1:00 A.M.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and then press the [OK] key.

3 Select "DAYLIGHT SAVING TIME SETTING" with the [▼] or [▲] key and then press the [OK] key.

- The setting is turned on and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is turned on, the checkmark is cleared and the setting turned off.

DISABLE FAX PRINT HOLD

This program is used to disable the fax print hold function, which holds received faxes in memory instead of printing them as they are received. (Page 32)
Normally the fax print hold function is disabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "INITIAL SETTING" with the [▼] or [▲] key and press the [OK] key.

3 Select "DISABLE FAX PRINT HOLD" with the [▼] or [▲] key and press the [OK] key.

- The setting (which disables fax print hold) is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled (fax print hold is enabled).

SENDING FUNCTION

These programs are used to change the default settings (initially set at the factory) for the various fax transmission functions to settings that better meet your needs.

RES. CON. SET

This program is used to adjust the exposure level when scanning an original to be faxed. The initial setting is standard resolution and auto exposure mode.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "RES. CON. SET" with the [▼] or [▲] key and press the [OK] key.

4 Select the resolution setting with the [▼] or [▲] key and the exposure mode with the [◄] or [►] key, and then press the [OK] key.

See page 17 for information on selecting the resolution and contrast settings.

AUTO REDUCE TX

This setting is used to have transmitted faxes reduced to match the size of the other machine's printing paper. "AUTO REDUCE TX" is normally enabled. If the setting is disabled, documents are faxed in their original size. Because the size is not adjusted to match the size of the printing paper, part of the received fax may be cut off.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "AUTO REDUCE TX" with the [▼] or [▲] key and then press the [OK] key.

- "AUTO REDUCE TX" is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

ROTATE TX

This setting is used to select whether or not an 8-1/2" x 11" or A4 size original that is oriented vertically will be rotated to a horizontal orientation before transmission. Rotation is normally enabled, and vertically oriented originals are rotated counterclockwise. (8-1/2" x 11" and A4 size originals that are oriented horizontally are not rotated.) Rotation transmission can be selected separately for different original sizes. To disable a rotation setting, clear the checkbox from the appropriate setting.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "ROTATE TX" with the [▼] or [▲] key and then press the [OK] key.

4 Select the desired original size and press the [OK] key.

- Size selections are 8-1/2" x 11" and A4.
- When a checkmark appears in the checkbox of the selected original size, rotation transmission is enabled for that size.
- If the procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

5 To change the setting for another original size, repeat step 4.

PAGE COUNTER SET

This setting lets you select whether page numbers are printed at the top of fax pages by the receiving machine. The normal setting is to have page numbers printed.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "PAGE COUNTER SET" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled (page numbers will be printed) and a checkmark appears in the checkbox.
- If the procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

Note

When a fax is sent by memory transmission, the page number and total number of pages appear at the top of each fax page. When a fax is sent by Quick On-line transmission or direct transmission, only the page number appears.

SEND MODE

This setting is used to select whether the default mode for sending faxes is memory transmission or direct transmission. The initial setting is "MEMORY TX".

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "SEND MODE" with the [▼] or [▲] key and then press the [OK] key.

4 Select "MEMORY TX" or "DIRECT TX" with the [▼] or [▲] key and then press the [OK] key.

QUICK ON LINE TX

This program is used to select whether or not quick on-line transmission (transmission while original pages are being scanned into memory) takes place when a memory transmission is performed.
If quick on-line transmission is disabled, transmission will not begin until all original pages have been scanned into memory.
Normally quick on-line transmission is enabled.
When this function is disabled, transmission will not begin until all pages of the document have been scanned. Note that this setting does not apply to manual transmission. (See "Storing transmission jobs (memory transmission)" on page 26.)

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "QUICK ON LINE TX" with the [▼] or [▲] key and then press the [OK] key.

- Quick on-line is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when quick on-line is enabled, the checkmark will be cleared and quick on-line disabled.

PRINT STATION # IN RCVD DATA

This setting lets you select the position (inside or outside the original image) of the date and sender's information that are printed at the top of each fax page you send. Normally outside the original image is selected. To have your name and number printed inside the original image, select "IN DATA".
For more detailed information on the position of each setting, see "Position of sender information" (page 44).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "PRINT STATION # IN RCVD DATA" with the [▼] or [▲] key and then press the [OK] key.

4 Press the [▼] or [▲] key to select "OUT" or "IN DATA", and then press the [OK] key.

ACC. NAME PRINT

When using auditing mode, this setting determines whether or not the recipient is notified of the sender's account name when a fax is sent. This setting is initially disabled (the recipient is not notified).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "ACC. NAME PRINT" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- This setting is only effective if auditing mode is enabled.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

RECALL SETTING (BUSY)

This program is used to set the number of recall attempts and the interval between recall attempts when a transmission is not successful due to the line being busy or other reason.
Normally the machine is set to make 2 recall attempts at intervals of 3 minutes.
If you do not wish to have recalling take place, set the number of attempts to "0" (steps 6 and 7).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "RECALL SETTING (BUSY)" with the [▼] or [▲] key and then press the [OK] key.

If you do not wish to change the recall interval setting, go to step 6.

4 Select "RECALL INTERVAL" with the [▼] or [▲] key and then press the [OK] key.

5 Enter the recall interval (01 to 15) with the numeric keys and then press the [OK] key.

- The recall interval can be set from 1 to 15 minutes.
- After finishing step 5, if you do not wish to change the number of recall attempts, press the [BACK] key to exit.

6 Select "RECALL TIMES" with the [▼] or [▲] key and then press the [OK] key.

7 Enter the number of recall attempts (00 to 14) with the numeric keys and then press the [OK] key.

- The number of recall attempts can be set to any number from 0 to 14.
- If you do not wish to have recalling take place, set the number of attempts to "0".

Note

- If you made a mistake in step 5 or step 7, move the cursor to the mistake with the [◀] or [▶] key and enter the correct number.
- Even if this setting is enabled, the machine will not re-attempt the call when a fax is sent by manual transmission.

RECALL SET (ERR)

When sending a fax, this setting is used to select whether or not the machine will automatically re-attempt the call if the transmission fails due to a line error. Normally the machine is set to make 1 recall attempt at intervals of 1 minute.
If you do not wish to have recalling take place, set the number of attempts to "0" (steps 6 and 7).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "RECALL SET(ERR)" with the [▼] or [▲] key and then press the [OK] key.

If you do not wish to change the recall interval setting, go to step 6.

4 Select "RECALL INTERVAL" with the [▼] or [▲] key and then press the [OK] key.

5 Enter the recall interval (00 to 15) with the numeric keys and then press the [OK] key.

- The recall interval can be set from 0 to 15 minutes.
- After finishing step 5, if you do not wish to change the number of recall attempts, press the [BACK] key to exit.

6 Select "RECALL TIMES" with the [▼] or [▲] key and then press the [OK] key.

7 Enter the number of recall attempts (0 to 1) with the numeric keys and then press the [OK] key.

- The number of recall attempts can be set to any number from 0 to 1.
- If you do not wish to have recalling take place, set the number of attempts to "0".

Note

- If the recall interval is set to "0", the machine will immediately call again after the connection is broken due to the line error.
- If you made a mistake in step 5, move the cursor to the mistake with the [◀] or [▶] keys and enter the correct number.
- Even if this setting is enabled, the machine will not re-attempt the call when a fax is sent by manual transmission.

RING TIMEOUT IN AUTO TX

When sending a fax by automatic transmission (see "Storing transmission jobs (memory transmission)" on page 26), this setting lets you select the amount of time that the machine waits before breaking the connection when the other machine does not answer your machine's call. If the other machine does not respond within this set time, your machine will automatically break the connection.
Time selections are "30 SEC.", "45 SEC." and "60 SEC.".
Normally "45 SEC." is selected.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "RING TIMEOUT IN AUTO TX" with the [▼] or [▲] key and then press the [OK] key.

4 Select the time with the [▼] or [▲] key and then press the [OK] key.

Selections for the call time are "30 SEC.", "45 SEC.", "60 SEC.".

AUTO COVER SHEET

When this setting is enabled, a cover page is automatically generated and added to each fax transmission. The cover page shows the date, time, destination name, sender's name, sender's fax number, number of pages, and a message if the message function is selected. A cover sheet cannot be added when scanning a document into the public box or F-code public box (polling memory), or when performing polling, F-code relay broadcast transmission, or manual transmission.
Normally this setting is disabled (a cover sheet is not added).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "SENDING FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "AUTO COVER SHEET" with the [▼] or [▲] key and then press the [OK] key.

4 Select "YES" with the [▼] or [▲] key and then press the [OK] key.

Note If you do not wish cover sheets to be added to transmissions, select "NO" in step 4 and press the [OK] key.

RCV. FUNCTION

These programs are used to change the default settings (initially set at the factory) for the various fax reception functions to settings that better meet your needs.

FAX RECEPTION LIGHT

The LINE STATUS indicator on the operation panel informs you when a fax is received by blinking (page 30). This program lets you select one of the two blinking/off patterns described below, or no blinking.
Normally "PATTERN 1" is selected.

Optional job separator tray kit installed (page 30)

Blinking start and stop timing	PATTERN 1	PATTERN 2
Blinking starts	When fax is received to memory	When printing of received fax starts
Off	When printed fax is removed (blinking continues until fax is removed)	

Job separator tray kit not installed

Blinking start and stop timing	PATTERN 1	PATTERN 2
Blinking starts	When fax is received to memory	When printing of received fax starts
Off	Received fax no longer in memory	When printing of received fax is completed

Blinking of the LINE STATUS indicator also applies to the following cases:
- Printing documents in the Public Box (page 42)
- PRINTING LISTS OF PROGRAMMED INFORMATION, SETTINGS, AND COMMUNICATION ACTIVITY (page 83)
- When a list is printed using "LIST PRINT/SET" (page 97) in the key operator programs.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "FAX RECEPTION LIGHT" with the [▼] or [▲] key and then press the [OK] key.

4 Select "PATTERN 1", "PATTERN 2", or "OFF" with the [▼] or [▲] key and then press the [OK] key.

If you do not wish the LINE STATUS indicator to blink, select "OFF".

#OF RINGS AT. RX

When the reception mode is set to auto, this program is used to select the number of rings on which the machine automatically receives a call and begins fax reception. (See "RECEIVING A FAX" on page 30.) Any number of rings from 0 to 9 can be selected. Normally "2" is selected.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "#OF RINGS AT. RX" with the [▼] or [▲] key and then press the [OK] key.

4 Enter the number of rings (0 to 9) with the numeric keys and then press the [OK] key.

The number of rings can be set to any number from 0 to 9.

Note: If the number of rings is set to 0, the machine will receive faxes without ringing.

TRAY SELECTION

This setting is used to select which output trays can be used for received faxes. All output trays are initially enabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "TRAY SELECTION" with the [▼] or [▲] key and then press the [OK] key.

4 Select the tray that you wish to enable with the [▼] or [▲] key and then press the [OK] key.

- The selected tray is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the tray is enabled, the checkmark will be cleared and the tray disabled.

5 To enable another tray, repeat step 4. To exit, press the [BACK] key.

Note:
- The trays that can be enabled will vary depending on the options that are installed.
- The trays cannot all be disabled.

RECEIVED DATA PRINT CONDITION

This setting determines the selection condition for paper when printing received documents. Select either of the two conditions below. "REDUCTION" is normally selected.

- "REDUCTION"
  Each received image is printed at actual size when possible. When not possible, the image is automatically reduced before printing.
- "DIVISION"
  Each received image is printed at actual size. If necessary, the image is split onto multiple sheets of paper.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "RECEIVED DATA PRINT CONDITION" with the [▼] or [▲] key and then press the [OK] key.

4 Select "REDUCTION" or "DIVISION" with the [▼] or [▲] key and then press the [OK] key.

AUTO RCV REDUCE TO REGULAR SIZE

When you receive a fax that includes the sender's name and number, the received image is slightly larger than the standard size*. This setting lets you select whether or not the received image is automatically reduced before printing to fit the standard size. Normally this setting is enabled.

* Standard sizes are sizes such as 8-1/2" x 11" and 8-1/2" x 5-1/2".

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "AUTO RCV REDUCE TO REGULAR SIZE" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

Note:
- If this setting is disabled (no reduction) and the received data print condition is set to division, the image may be clipped.
- If auto receive reduce is disabled, an image larger than the standard size will be cut off. However, the image will be clearer because it will be printed at the same size as the original.

DUPLEX RECEPTION

(Only on models with the two-sided printing function)

This setting is used to select whether or not received faxes are printed on both sides of the paper. When two-sided printing is enabled and a fax that is two pages or longer is received (the pages must be the same size), the fax will be printed on both sides of the paper.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "DUPLEX RECEPTION" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled (two-sided printing will take place) and a checkmark appears in the checkbox.
- If the procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

A3 RX REDUCE

This setting is used to select whether received A3-size faxes are reduced. When an A3 fax is received, part of the document is normally cut off. This setting can be turned on to have A3 faxes reduced to fit on 11" x 17" paper. The setting is initially turned off.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "A3 RX REDUCE" with the [▼] or [▲] key and then press the [OK] key.

- The setting is turned on and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is turned on, the checkmark is cleared and the setting turned off.
- Reduction takes place when the setting is turned on, and does not take place when the setting is turned off.

Note If this setting is turned off, part of the image may be cut off.

FW. RX DATA

This setting is used to select whether or not received faxes are forwarded to a fax machine programmed as explained in "RECEIVED DATA FW. STATION SET" (page 107) in the event that the machine cannot print the faxes. The setting is initially disabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "FW. RX DATA" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- If the procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

Note This program only operates when the fax number of the machine that is to receive the forwarded faxes is programmed.

RECEIVED DATA FW. STATION SET

When a problem prevents the machine from printing a received fax, the fax forwarding function (page 48) can be used to forward the received fax to another fax machine. Use this setting to program the fax number of the destination fax machine. Only one fax number can be programmed (maximum of 50 digits).
To specify an F-code confidential box in the destination fax machine, enter the sub-address and passcode after the fax number in steps 6 and 7 below.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "RECEIVED DATA FW. STATION SET" with the [▼] or [▲] key and then press the [OK] key.

4 Select "STORE" with the [▼] or [▲] key and then press the [OK] key.

5 Enter the forwarding fax number with the numeric keys and then press the [OK] key.

6 Enter the sub-address with the numeric keys and then press the [OK] key.

If you do not need to specify an F-code confidential box in the destination fax machine, press the [OK] key without entering anything.

7 Enter the passcode with the numeric keys and then press the [OK] key.

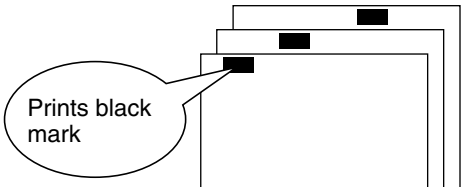
If you do not need to specify an F-code confidential box in the destination fax machine, press the [OK] key without entering anything.

Note To delete the number, follow these steps:
(1) Select "DELETE" in step 4 and then press the [OK] key.
(2) Select "DELETE" with the [▼] or [▲] key and then press the [OK] key.

INDEX PRINT

This setting is used to have a black mark (index) printed at the top of each received fax page.
The position of the mark is shifted with each fax reception, allowing you to easily distinguish where one fax reception ends and another begins.

- Enable this function before receiving faxes. The function remains enabled until you disable it.
- When this function is used, less space is available on the paper to print the fax image, and thus a received fax is sometimes divided onto two pages.
- If the received fax is reduced before printing, the black mark is also reduced.
- When the duplex reception function (page 107) is enabled to print faxes on both sides of the paper, it is not recommended that this function be enabled. If this is done, the black mark will be printed on both sides of the paper in the same relative position as when one-sided printing is used.



The setting is initially disabled (no index mark).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "INDEX PRINT" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled (a black mark will be printed) and a checkmark appears in the checkbox.
- If the procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

EARLIER OUTPUT

When a received fax cannot be printed because the machine is out of appropriate paper and a fax is subsequently received that can be printed, this setting determines whether the subsequent fax is printed before the fax that cannot be printed. The setting is initially enabled (the subsequent fax is printed first).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "EARLIER OUTPUT" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled (the subsequent fax is printed first) and a checkmark appears in the checkbox.
- If the procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

ANTI JUNK FAX

When this setting is enabled, reception from fax numbers programmed using the "ENTER JUNK FAX #" program will be blocked.
This program is normally disabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "ANTI JUNK FAX" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

ENTER JUNK FAX

This program is used to program fax numbers from which you wish to block reception. Up to 50 fax numbers can be stored (maximum of 20 digits each). To block reception from the programmed fax numbers, the "ANTI JUNK FAX" setting must be enabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "RCV. FUNCTION" with the [▼] or [▲] key and then press the [OK] key.

3 Select "ENTER JUNK FAX #" with the [▼] or [▲] key and then press the [OK] key.

4 Select "ENTER" with the [▼] or [▲] key and then press the [OK] key.

5 Enter a 2-digit control number from 01 to 50 with the numeric keys to identify the fax number that will be entered in the next step, and then press the [OK] key.

6 Enter the fax number that you wish to block with the numeric keys, and then press the [OK] key.

Note

To delete a number, follow these steps: Before deleting a number, use the "LIST PRINT" program on (page 97) to check the control number that identifies the fax number (01 to 50) that you wish to delete. The control number must be entered to delete the fax number. (The fax number will not appear in the display. If the wrong control number is accidentally entered, a fax number other than the fax number that you wish to delete will be deleted.)

(1) Select "DELETE" in step 4 and then press the [OK] key.
(2) Select the 2-digit control number (01 to 50) that identifies the fax number that you wish to delete with the [▼] or [▲] key and then press the [OK] key.
(3) Select "DELETE" with the [▼] or [▲] key and then press the [OK] key.

POLLING SECURITY

These settings are used for the public box for regular polling memory. Note that they do not apply to F-code polling memory. (See "USING POLLING MEMORY" page 41.)

POLLING SECURITY

When performing polling memory (see "Polling security" on page 43), this setting is used to select whether any machine will be allowed to poll your machine, or only machines that have been programmed in your machine. Normally this setting is enabled.

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "POLLING SECURITY" with the [▼] or [▲] key and then press the [OK] key.

3 Select "POLLING SECURITY" with the [▼] or [▲] key and then press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is enabled, the checkmark will be cleared and the setting disabled.

POLLING PASSCODE # MODE

When "POLLING SECURITY" is enabled, use this setting to program (or delete) the fax numbers of the machines that are allowed to poll your machine. Programmed fax numbers are called passcodes. Up to 10 fax numbers can be programmed. To check the programmed numbers, print the "KEY OPE. LIST" (page 97).

1 Follow steps 1 through 6 of "INITIAL PROCEDURE" (page 96).

2 Select "POLLING SECURITY" with the [▼] or [▲] key and then press the [OK] key.

3 Select "POLLING PASSCODE # MODE" with the [▼] or [▲] key and then press the [OK] key.

4 Select "ENTER" with the [▼] or [▲] key and then press the [OK] key.

5 Enter a 2-digit control number from 01 to 10 with the numeric keys to identify the passcode that will be entered in the next step, and then press the [OK] key.

If you make a mistake, move the cursor to the mistake with the [◀] or [▶] keys and enter the correct number.

6 Enter the passcode number (up to 20 digits) and then press the [OK] key.

If you make a mistake, press the [C] key and then re-enter the correct number.

Note

To clear a passcode number, follow these steps:

(1) Select "DELETE" in step 4 and then press the [OK] key.
(2) Enter the control number that identifies the number you wish to clear, and then press the [OK] key.
(3) Select "DELETE" with the [▼] or [▲] key and then press the [OK] key.

9 APPENDIX

This chapter contains the specifications of the fax function and the index.

SPECIFICATIONS

For information on power requirements, power consumption, dimensions, weight, and other specifications that are common to all features of the machine, see "SPECIFICATIONS" in the "Operation manual (for general information and copier)".

Applicable telephone line	Public switched telephone network
Compression method	MH, MR, MMR, JBIG
Transmission mode	Super G3, G3 (this machine can only communicate with fax machines that support the G3 or Super G3 standard)
Scanning method	Flatbed CCD
Scanning resolution (supports ITU-T standards)	8 x 3.85 lines/mm (Standard) 8 x 7.7 lines/mm (Fine, Fine-Halftone) 8 x 15.4 lines/mm (Super Fine, Super Fine - Halftone) 16 x 15.4 lines/mm (Ultra Fine, Ultra Fine - Halftone)
Printing method	Electrophotography
Transmission speed	33.6 kbps down to 2.4 kbps Automatic fallback
Transmission time*1	2 seconds (Super G3 mode / 33.6 kbps, JBIG), 6 seconds (G3 ECM mode / 14.4 kbps, JBIG)
Paper size	11" x 17" to 5-1/2" x 8-1/2", A4
Effective recording width	11.5" max. (11" x 17" printing) or 293 mm max. (A3 printing)
Transmittable original size	11" x 17" to 5-1/2" x 8-1/2"
Effective scanning width	Maximum 11.7" (297 mm)
Halftone transmission	Yes (256 levels)
Contrast adjustment	Automatic (5 levels by manual adjustment)
Extension telephone connection	Possible (1 telephone)
Auto-dialing	A combined total of 50 Rapid dial and group dial keys can be stored; 300 speed dial destinations can be stored.
Timer Transmission	Yes
Program function	Yes (9 programs)
F-code support	Yes (can transmit and receive SUB/SEP (sub-address) and SID/PWD (passcode) signals)
Auto document feeding	Yes (maximum of 40 sheets, 30 sheets of 24 lbs. (90 g/m^2) paper, or total stack thickness of 5/32" (4 mm) or less)
Image memory	2 MB*2
Error Correction Mode (ECM)	Yes

*1 Transmission speed is for an 8-1/2" x 11" or A4 document with approximately 700 characters at standard resolution (8 x 3.85 lines/mm) sent in high speed mode (33.6 kbps (JBIG) or 14.4 kbps (JBIG)). This is only the time required to transmit the image information; the time required to send protocol signals is not included. Actual transmission times will vary depending on the contents of the document, the receiving machine type, and telephone line conditions.

*2 Image memory can be expanded by installing the additional fax memory (8 MB).

Some discrepancies may exist in the illustrations and content due to improvements to the machine.

INDEX

Symbols

#of rings at. RX 106

A

A3 RX reduce....107
Acc. name print 103
Account # set 100
Account control 100
Account number....13
Advanced transmission methods
- Broadcast transmission....34
- Cover sheet/message function 46
- Dual page scan 45
- Forwarding function 48
- Own number sending....44
- Timer transmission....36

Alarm sounds 90
Anti junk fax....108
Auditing mode 13
Auto cover sheet 105
Auto listing....97
Auto rcv reduce to regular size 106
Auto reduce TX 102
Auto-dialing 18, 22
Automatic reduction function....14

B

Base screen 12
Boxes 50
Broadcast transmission....34

C

Canceling
- F-code polling 56
- Forwarding....49
- Polling 39
- Transmission....28

Canceling a fax transmission 28
Canceling a stored transmission job 29
Clearing document data
- F-code public (polling memory) boxes 54

Communication activity 90
Communication activity report....90
Connecting an extension phone....62
Contents....2

D

Date & time set....101
Date and time....9
Dial mode 98
Direct transmission....25
Disable fax print hold....102
Document glass 15
Dual page scan 45
Duplex reception 107

E

Earlier output 30, 108
ECM 27
Editing/deleting
- F-code confidential boxes 79
- F-code public (polling memory) boxes 82
- F-code relay groups 81
- Group keys.... 71
- Programs.... 74
- Rapid keys 70
- Speed dial numbers 70

End sound length 99
Enter junk fax # 108
Entering characters 84
Exposure, selecting.... 17
Extension phone connection 62

F

Fax mode 12
Fax print hold 32
Fax reception light.... 105
Fax transmission
- Direct transmission.... 25
- Rotate TX.... 102
- Speed dialing 22
- Storing transmission jobs (memory transmission) 26

Faxing a two-sided original 24
F-code confidential transmission
- F-code confidential reception.... 57
- F-code confidential transmission.... 57

F-code polling memory
- F-code polling.... 55
- F-code polling memory.... 52

F-code relay broadcast transmission
- F-code relay broadcast transmission 61
- F-code relay request transmission 61

Forwarding destination 48
Forwarding function.... 48
Fw. RX data 107
Fw. station set 107

G

Group dialing.... 18

I

Image rotation 27
Index print 108
Initial setting 98

K

Key operator programs 94

L

Line connection 4
LINE STATUS indicator 30
Lithium battery.... 5
Long originals.... 14

M

Memory transmission 26

O

On-hook dialing 18
Operation panel 10
Original size 16
Original sizes 14
Own number sending 44
Own passcode set 99

P

Page counter set 103
Paper sizes 9
Passcode 50
Pause 20, 98
Placing the original 15
Polling function 38
Polling memory 38, 41
Polling passcode numbers
- Deleting 109
- Programming 109

Polling security 43, 109
Power switch 4
Print passcode 77
Print selection 97
Print station # in rcvd data 103
Printing
- Acc. usage list 97
- Activity report 83, 97
- Conf. RX list 83
- F-code confidential boxes 59
- F-code public (polling memory) boxes 54
- Junk fax # list 97
- Key ope. list 97
- Mem. polling list 83
- Public (polling memory) boxes 42
- Timer list 83
- Transaction report 88, 97

Problems and solutions 92
Programming
- F-code confidential boxes 77
- F-code public (polling memory) boxes 79
- F-code relay groups 78
- F-code settings 66
- Group keys 69
- Programs 74
- Rapid keys 65
- Speed dial numbers 65

Programs 47

Q

Quick on line TX 103
Quick on-line transmission 27

R

Rapid dialing 18
Rcv. function 105
Read-end 21
Recall set (err) 104
Recall setting (busy) 104
Received data print condition 106
Receiving party is busy 27
Reception 30
- Automatic reception 30
- Remote reception 63

Redialing 18
Relay machine 60
Relay request machine 60
Remote reception 63, 100
Res. con. set 102
Resolution, selecting 17
Ring timeout in auto TX 105
Rotate TX 102

S

Scanning area of original 14
Searching for a destination 23
Self-diagnostic function 91
Send mode 103
Sender information 44
Sender's name 9
Sender's number 9
Sending a fax 20
Sending function 102
Serial polling 40
Speaker volume 99
Specifications 110
SPF 15
Standard sizes 16
Storing transmission jobs 26
Sub-address 50

T

Timer transmission 36
Transaction report 88
Transmission
- Auto-dialing 22
- Canceling 28
- Image rotation 27
- Quick on-line transmission 27
- Two-sided original 24

Transmission error 27
Transmission settings 25
Tray selection 106
TX/RX end sound 99
Type/note column 88

U

Using an extension phone for voice calls 62

W

Warning messages 90

INDEX BY PURPOSE

Advanced transmission methods

Broadcast transmission....34
Cover sheet/message function....46
Dual page scan....45
Forwarding function....48
Own number sending....44
Polling function
- Polling....39
- Polling memory....41

Programs....47
Timer Transmission....36

Entering characters

Alphabetical characters....86
Numbers....86
Special characters....87
Symbols....86

Faxes, sending and receiving

Canceling a fax transmission....28
Dialing methods
- Group dialing....18
- On-hook dialing....18
- Rapid dialing....18
- Redialing....18
- Speed dialing....18

Receiving faxes
- Activating fax reception from an extension phone....63
- Basic procedure for receiving faxes....30

Sending faxes
- Basic procedure for sending faxes....20
- Faxing a two-sided original....24
- Placing the original....15

Preparations

Connecting to the telephone line....4
Program the sender's name....99
Program the sender's number....99
Set the date and time....101

Printing

List....97
Programmed information/settings....83
Report....83

Programming/settings

Deleting
- F-code confidential boxes....80
- F-code public (polling memory) boxes....82
- F-code relay groups....81
- Group keys....73
- Programs....75
- Rapid keys....71
- Speed Dial numbers....71

Editing
- F-code confidential boxes....80
- F-code public (polling memory) boxes....82
- F-code relay groups....81
- Group keys....71
- Programs....75
- Rapid keys....70
- Speed Dial numbers....70

Exposure setting....17
Original scanning size....16
Programming
- F-code confidential boxes....77
- F-code public (polling memory) boxes....79
- F-code relay groups....78
- F-code settings....66
- Group keys....69
- Programs....74
- Rapid key....65
- Speed Dial numbers....65

Resolution setting....17

Transmission using F-codes

F-code confidential transmission....57
F-code polling....55
F-code polling memory....52
F-code relay broadcast transmission....60

Troubleshooting

Alarm sounds....90
Communication activity report, viewing....90
Problems and solutions....92
Receiving party is busy....27
Transaction report is printed....88
Transmission error occurs....27
Warning message is displayed....90

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